



YOUR JOURNEY TOWARDS  
A SUCCESSFUL CAREER IN  
HR BEGINS HERE...

# HR FOR BEGINNERS

**DATE:** 6-7 JUNE 2024  
**VENUE:** MEF Academy (Training Center)  
 Phileo Damansara, PJ

**PRICE:**

- RM 1,700 per-person *(inclusive of 8% SST)*

CLICK THIS LINK BELOW OR SCAN THE QR  
<https://forms.office.com/r/Qny5TujU9w>  
*Scan QR Code*

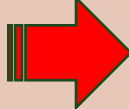




**DATE:** 22-23 JULY 2024  
**VENUE:** MEF Academy (Training Center)  
 Phileo Damansara, PJ

**PRICE:**

- RM 1,700 per-person *(inclusive of 8% SST)*

CLICK THIS LINK OR SCAN THE QR  
<https://forms.office.com/r/rmTQXfPgEY>  
*Scan QR Code*

**For further information, please contact;**  
 Tel: Contact No: 03-74987200

Ms Zana : Ext:7244  
 Email: [roszana@mef.org.my](mailto:roszana@mef.org.my)

Ms Lina : Ext:7237  
 Email: [nazlina@mef.org.my](mailto:nazlina@mef.org.my)

## OBJECTIVE

This comprehensive course includes various essential topics needed for beginners in a HR Department. The participants will be able to:

- Gain the essential skills in managing human resources
- Able to prepare all necessary administrative functions for an Interview, while understanding the Interviewing process.
- Explain the importance of Performance Appraisal System.
- Understand the performance GAP by holding an Effective Training Needs Analysis.

In addition to the outline, the program also covers the basic understanding of the Labour Ordinance (LO) / Employment Act (EA). The LO / EA is a fundamental law that provides minimum terms of employment to those recognized as employees under the employment law in Malaysia. This course will address all important provisions, which includes the proposed amendments to it. Upon completion, participants will be able to accurately identify the obligations of an employer under this law.

## Target Audience

HR Personnel who have not had any formal training

## Methodology

- Lectures
- Individuals and group discussions
- Presentation

## Duration

2 days (14 Hours)

9 am – 5 pm (Face to Face) per day

*(In accordance with HRD Corp's guidelines for online programs)*

## OUTLINE

### DAY 1 (Trainer: MR VIGNESH KV)

**MODULE 1: MANAGING HUMAN RESOURCE**

**MODULE 2: UNDERSTANDING COMPETENCIES / JOB ANALYSIS**

**MODULE 3: RECRUITMENT & SELECTION**

**MODULE 4: ADMINISTRATION POST HIRING**

**MODULE 5: TRAINING NEED ANALYSIS / PERFORMANCE APPRAISAL**

### DAY 2 (Trainer: DR DZULZALANI)

- **Scope of the Act**
- **Definition of the terms**
- **Contracts of service/Contracts for service**
- **Termination of employment**
- **Advances & deductions**
- **Priority of wages**
- **Principals, Contractors, Sub-Contractors & Contractors for Labour**
- **Pregnancy & Maternity**
- **Rest Day**
- **Hours of work & overtime**
- **Public holidays**
- **Annual leave**
- **Sick leave**
- **Paternity leave**
- **Employment of Foreign Employees**
- **Flexible working arrangement**
- **Discrimination in Employment**
- **Sexual Harassment**
- **Forced Labour**
- **Presumption as to who is an employee & employer**

# TRAINER PROFILE



## **VIGNESH KV (MEFA Consultant - Training)**

Mr Vignesh Velayuthan is a dynamic and result oriented trainer with 25 years of experience in a leadership position in the MNC & Hospitality industry. He carries wide experience & knowledge gained from working in various countries such as Singapore, Indonesia, Switzerland & UK. He articulates various managerial positions, project management, trainings & HR Skills in manufacturing and hospitality industries. Graduated from Universiti Kebangsaan Malaysia (B.Econs) and Post Graduate Hospitality Management (PGD) from HIM, Switzerland, he is also a Certified CIPP (AIBFM) & HRDC Certified. He has an innate sense of task prioritization, managerial aptitude, training & development and result oriented attitude towards accelerating organizational growth in a competitive environment.



## **DR. DZULZALANI EDEN (MEFA Director)**

*Dr. Dzulzalani Eden, Director – MEF Academy with more than 30 years' experience in the field of labour and industrial relations. Prior to joining the MEF, he began his career in 1990 with the Ministry of Human Resources, where he had held various positions namely as Labour Inspector, Senior Labour Officer cum Industrial Relations Officer and Senior Assistant Director of Labour at the Department of Labour Sarawak as well as at the Ministry's Putrajaya office. The main duties carried out in these roles include enforcement of labour laws through workplace inspection, conciliation and arbitration of labour complaints and dismissal cases, advisory roles, other labour matters and consultations with the public. In 2014 he joined Universiti Malaysia Sarawak (UNIMAS) and pursued a role as a Senior Lecturer of Industrial Relations (IR) and Labour Studies at the Faculty of Social Sciences and Humanities teaching labour and IR laws, negotiation and trade unions. He has also taught IR and labour laws at Universiti Malaysia Sabah. A strong educational professional having a doctorate in industrial relations and human resource management from Victoria University, Melbourne, he is also a certified trainer with the Human Resources Development Corporation (HRDC), Ministry of Human Resources.*