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A SUCCESSFUL CAREER IN
HR BEGINS HERE...



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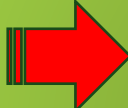



HR FOR BEGINNERS

DATE: 24-25 JUNE 2024
VENUE: HOTEL ROYAL CHULAN, SEREMBAN

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

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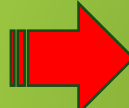
Scan QR Code 




DATE: 22-23 JULY 2024
VENUE: HOTEL ROYAL CHULAN, SEREMBAN

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

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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 Employment Act 1955. The Employment Act 1955 is a fundamental law that provides minimum terms of employment to those recognized as employees under the Act. This course will address all important provisions, highlighting the latest amendments that came into effect in 2023. 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 :RECRUITMENT & SELECTION

MODULE 3: UNDERSTANDING COMPETENCIES / JOB ANALYSIS

MODULE 4: ADMINISTRATION POST HIRING

MODULE 5: TRAINING NEED ANALYSIS / PERFORMANCE APPRAISAL

DAY 2 (Trainer: MR CHUA AH LEY)

- **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**

TRAINERS 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) & TTT (HRDC). He has an innate sense of task prioritization, managerial aptitude, training & development and result oriented attitude towards accelerating organizational growth in a competitive environment.



CHUA AH LEY

Mr. Chua Ah Ley , after serving the Ministry of Human Resources for 33 years with 7 year in the Social Security Organization and 26 years in the Labour Department Peninsular Malaysia retired as the Deputy Director of Labour, Negeri Sembilan in 2014 . He is well versed in Employment Act 1955 as well as Act 446.. While in service he has conducted training for Officers in the Labour Department Semenanjung Malaysia, Sabah and Sarawak on Employment Act 1955, Sabah Labour Ordinance and Sarawak Labour Ordinance. After his retirement , he was certified as PSMB Trainer and had conducting training on Employment Act 1955, Sabah Labour Ordinance and Sarawak Labour Ordinance including domestic inquiry on misconduct for HR practitioners and employers for various multi-national private sector organized by Labour Department and other organizations.