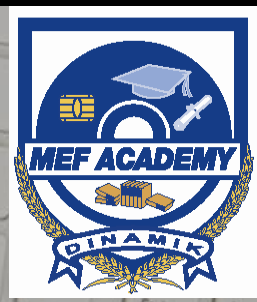




YOUR JOURNEY TOWARDS
A SUCCESSFUL CAREER IN
HR BEGINS HERE...



HR FOR BEGINNERS

DATE : 29-30 JULY 2024
VENUE: Hotel Mega, Miri
PRICE: RM 1,800 per-person
(inclusive of 8% SST)

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For further information, please contact;
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OBJECTIVE

Anyone for that matter can enter into employment contract freely. However, both employers and employees must comply with the employment legislations. The most popular and important legislation for Malaysia employees is employment Acts 1995 (or Sarawak Labour Ordinance for Sarawak Labour Department).

Labour Ordinance (Sarawak Cap 76) is a fundamental employment law, which provides minimum terms and conditions of employment to those recognized as employees under the Ordinance. This Labour Ordinance has been enforced by the Sarawak's Labour Department with effect from 1 Oct 2005 which covers employees in Sarawak.

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.