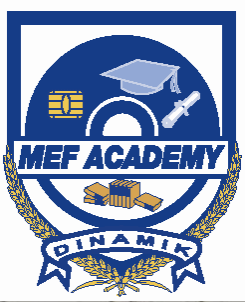




YOUR JOURNEY TOWARDS
A SUCCESSFUL CAREER IN
HR BEGINS HERE...




HR FOR BEGINNERS


DATE: 13-14 JUNE 2024
VENUE: Hilton, Kota Kinabalu

PRICE:

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

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DATE: 15 & 16 JULY 2024
VENUE: Hilton, Kota Kinabalu

PRICE:

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

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For further information, please contact;
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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 Sabah Labour Ordinance. The Sabah Labour Ordinance is a fundamental law that provides minimum terms of employment to those recognized as employees under the Ordinance in Sabah. 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 :RECRUITMENT & SELECTION

MODULE 3: UNDERSTANDING COMPETENCIES / JOB ANALYSIS

MODULE 4: ADMINISTRATION POST HIRING

MODULE 5: TRAINING NEED ANALYSIS / PERFORMANCE APPRAISAL

DAY 2 (Trainer: MR ASH SAHIMUN)

- **Scope of the Sabah Labour Ordinance**
- **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**
- **Employment of Foreign Employees**
- **Discrimination in Employment**
- **Sexual Harassment**
- **Forced Labour**
- **Presumption as to who is an employee & employer**
- **Proposed amendments to the Sabah Labour Ordinance**

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.



ASH SAHIMUN (MEF Consultant - Industrial Relations)

Mr Asaraf Sahimun or Ash for short is a law graduate with a Master's degree in Criminal Justice from Universiti Malaya (UM), following his law degree from HELP University, KL. His robust legal background has paved the way for various roles, from HR Officer to HR and Admin Manager, before he stepped into his current position at MEF as an Industrial Relations Consultant. Ash's corporate experience spans multinational corporations (MNC), publicly listed companies, and also SME. His unique blend of legal insight and HR expertise is crucial in helping clients to skilfully navigate the complex landscape of employment law in today's demanding corporate world. He is also a certified Train-The-Trainer (TTT) and has conducted several trainings in Sabah and also in Sarawak on various HRM and employment law topics.