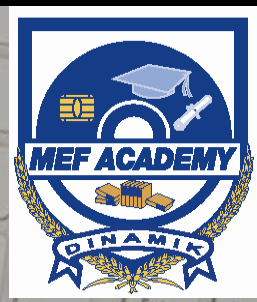




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A SUCCESSFUL CAREER IN
HR BEGINS HERE...




SARAWAK




HR FOR BEGINNERS

DATE: 27-28 JUNE 2024
VENUE: Hilton, Kuching
PRICE: RM 1,700 per-person (inclusive of 8% SST)


CLICK THIS LINK OR SCAN THE QR
<https://forms.office.com/r/X2Gtoax1X9>


Scan QR Code 



DATE: 18-19 JULY 2024
VENUE: Hilton, Kuching
PRICE: RM 1,700 per-person (inclusive of 8% SST)

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For further information, please contact;
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 Email: nazlina@mef.org.my

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 :RECRUITMENT & SELECTION

MODULE 3: UNDERSTANDING COMPETENCIES / JOB ANALYSIS

MODULE 4: ADMINISTRATION POST HIRING

MODULE 5: TRAINING NEED ANALYSIS / PERFORMANCE APPRAISAL

DAY 2 (Trainer: Ms SURIANI)

MODULE 1 : SCOPE OF THE ORDINANCE

1.1 Definition of Employee / 1.2 Definition of Manual Workers

1.3 Contract of Employment

•(Contract OF Service / Contract FOR Service)

1.4 Termination of Employment

- With or without Notice
- Breach of Contract
- Termination of Contract for Special Reasons
- Absent without Leave
- Going on Sick Leave and Not Informing Employer

MODULE 2 : WORKING HOURS

2.1 Hours of Work / 2.2 Rest Days & Public Holiday

2.3 Sick Leave & Hospitalization Leave

2.4 Annual Leave / 2.5 Maternity Leave

2.6 Maternity Allowance / 2.7 Action by Pregnant Female employee

MODULE 3 : WAGES

3.1 Definition of Wages

3.2 Payment of Wages

3.3 Mode of Payment of Wages

MODULE 4: EMPLOYMENT OF CHILDREN & YOUNG PERSON

MODULE 5: SEXUAL HARASSMENT

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.



SURIANI BT ROSLI - (Consultant - Training)

Ms Suriani is enriched with many years of experiences in the Human Resources Management from various industries mainly Healthcare and O&G. Experienced in Human Resources, Administration and involved in internal audit. Conducting in-house training for the employees besides conducting onboarding orientation new staff, doctors and nurses.

An internal Auditor for the ISO 14001 Environment Management System for Delloyd Industries (M) S/B). Chairman of the Environment, Safety and Health committee and Credentialing and Privileging committee for Allied Health. Formally working in the Healthcare Industries, Automotive Industry and O&G. Graduate with a Dip In Banking - Business Studies - UiTM Shah Alam