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HR BEGINS HERE...



# HR & EMPLOYMENT LAW FOR BEGINNERS

**DATE : 2-3 DEC 2024**

**VENUE : HILTON PJ**

**FEES : RM 1,800 per-person** *(inclusive of 8% SST)*

- *Early Bird : RM1700 (Register Before 25 Nov 2024)*
- *Group Discount (Above 3 pax) – RM1650 p/pax*

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## OBJECTIVE

The main objectives of this Human Resources beginner course is to equip participants with the fundamental functions and responsibilities of the HR department and familiarize them with best practices and approaches in the implementation of human resource management at the workplace. This includes the ability to implement an effective recruitment and selection process, from crafting job postings to conducting interviews and designing effective onboarding programs.

Additionally, this course will expose participants on the important sections of the employment laws and regulations. Focus will be given to the Employment Act 1955 and the latest amendments as well as important sections of the Industrial Relations Act 1967.

## Target Audience

- HR Personnel who have not had any formal training
- Non-HR personal interested in pursuing career in HR
- Fresh Graduates in HR functions

## Methodology

- Lectures
- Individuals and group discussions
- Presentation
- On-Line interactive activities

MEFA Online Class

MEF Academy Sdn Bhd



*Participants will be given access to MEF Academy Online Class to download training materials, case studies and employment law.*

## OUTLINE

TIME	Day 1 (HUMAN RESOURCES MANAGEMENT – HRM)
8.30am	Registration
9.00am	Course Introduction / Ice Breaking
9.30am	MODULE 1 : UNDERSTANDING HUMAN RESOURCES
10.45am	Coffee Break
11.00am	MODULE 2 : RECRUITMENT AND SELECTION
12.00pm	MODULE 3 : ADMINISTRATION AFTER HIRING
1.00pm	Lunch Break
2.00pm	MODULE 4 : TRAINING AND DEVELOPMENT
3.30pm	Tea Break
3.45pm	MODULE 5 : HANDLING PERFORMANCE APPRAISAL
4.45pm	Summary / Q&A Session
5.00pm	Session End
TIME	Day 2 (EMPLOYMENT LAW)
8.30am	Registration
9.00am	Employment Act 1955 <ul style="list-style-type: none"><li>• Scope Of Labor Laws, Definition of terms</li><li>• Contracts of Employment &amp; Termination of Employment</li><li>• Presumption as to who is an employee &amp; employer</li></ul> Termination of Employment under Industrial Relation Act 1967
10.30am	Coffee Break
10.45am	<ul style="list-style-type: none"><li>• Principles, Contractors, Sub-contractors &amp; Contractors for Labor</li><li>• Advances, Deductions &amp; Payment of Wages</li><li>• Case Study Discussion</li></ul>
1.00pm	Lunch Break
2.00pm	<ul style="list-style-type: none"><li>• Pregnancy &amp; Maternity / Paternity</li><li>• Discrimination in Employment, Sexual Harassment, Forced Labor</li></ul>
3.30pm	Tea Break
3.45pm	<ul style="list-style-type: none"><li>• Rest Day, Hours of Work &amp; Overtime</li><li>• Public Holidays, Annual Leave, Sick Leave</li><li>• Case Study Discussion</li></ul>
4.45pm	Summary / Q&A Session
5.00pm	Session End



# **TRAINERS PROFILE**



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

DR. DZULZALANI EDEN - As the Director of MEF Academy and a seasoned Trainer, he brings over 30 years of experience in labour and industrial relations. Before joining the Malaysian Employers Federation, he began his career in 1990 with the Ministry of Human Resources, where he held multiple positions, including Senior Labour Officer, Industrial Relations Officer, and Senior Assistant Director of Labour at both the Department of Labour Sarawak and the Ministry's Putrajaya office. His responsibilities encompassed enforcing labour laws through workplace inspections, managing labour complaints and dismissal cases, providing advisory services, and engaging in public consultation. His passion for teaching and learning began when he served as a part-time lecturer in labour laws at Universiti Malaysia Sabah. Following the attainment of his PhD in Human Resources and Industrial Relations from Victoria University, Melbourne, he assumed the role of Senior Lecturer in Industrial Relations and Labour Studies at Universiti Malaysia Sarawak (UNIMAS) in 2014, where he taught human resources, labour laws, negotiation, and trade unions. He has also taught in the Master's and Doctoral programs at UNIMAS. As an accredited trainer with the Human Resources Development Corporation (HRDC), Ministry of Human Resources, has delivered numerous training sessions across Sarawak, Sabah, and West Malaysia. His sessions cover a range of topics, including the Labour Ordinance, Employment Act, Industrial Relations Act, negotiation and conflict management, and managing disciplinary issues, and have been attended by HR practitioners, managers, and executives.

## **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. He has substantial work experience in several big industries such as semiconductor, electronics & hospitality at an operations management level and People relation/management. His wealth of experience has given him great insights and firsthand experience in People Management, Operations & Quality Management for thousands of employees. He is also very well versed in ISO management has conducted many in-house trainings related to these industries. For the past 10 years, Mr Vignesh has been conducting trainings actively and received an excellent track record as an outstanding trainer with an emphasis on his structured training & assessment approach.