



**KUCHING,  
SARAWAK**



# HR & EMPLOYMENT LAW FOR BEGINNERS

**DATE : 12-13 NOVEMBER 2024**

**VENUE : HILTON Kuching**

**FEES : RM 1,700 per-person**

*(inclusive of 8% SST)*

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## OBJECTIVE

The main objectives of this Human Resources beginner course are to help participants understand the fundamental functions and responsibilities of the HR department and familiarize them with key HR terms and concepts. This includes the ability to implement an effective recruitment and selection process, from crafting job postings to conducting interviews, and developing skills in designing effective onboarding programs. Additionally, this course will expose participants to the latest applications of employment laws and regulations to ensure compliance at the workplace, including the Labour Ordinance Sarawak. The course will also highlight some key points on the latest amendment based on the provisions of Employment Act 1955 as enforced in Peninsular Malaysia

## 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

## Duration

2 days  
9 am – 5 pm

## 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 / LABOUR ORDINANCE)
8.30am	Registration
9.00am	<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>• Principles, Contractors, Sub-contractors &amp; Contractors for Labor</li><li>• Presumption as to who is an employee &amp; employer</li></ul>
10.30am	Coffee Break
10.45am	<ul style="list-style-type: none"><li>• Advances &amp; deductions &amp; Payment of Wages</li><li>• Rest Day, Hours of Work &amp; Overtime</li><li>• Public Holidays, Annual Leave, Sick Leave</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><li>• Proposed Key changes to the Labor Ordinance Sabah</li></ul>
3.30pm	Tea Break
3.45pm	<ul style="list-style-type: none"><li>• Key Provisions of the Industrial Relations Act 1967 affecting employer/employee relations</li><li>• Key Provision Occupational Safety &amp; Health (OSH) Act 1994</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 and in marketing management at Monash University, Melbourne. 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.