



HR & IR FOR BEGINNERS



DATE: 9-10 JULY 2024

<https://forms.office.com/r/KRQbSxR95f>
THE KATERINA HOTEL, BATU PAHAT, JOHOR



DATE: 22-23 JULY 2024

<https://forms.office.com/r/rmTOXfPgEY>
MEF ACADEMY TRAINING CENTER (PJ)



DATE: 22-23 JULY 2024

<https://forms.office.com/r/eT6U8f6Cnm>
HOTEL ROYAL CHULAN, SEREMBAN



DATE: 12-13 AUG 2024

<https://forms.office.com/r/HfxDVCJJBF>
AC HOTEL, KUANTAN, PAHANG



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

COURSE OBJECTIVE

This comprehensive course includes various essential topics needed for beginners in a HR Department. This includes understanding the roles and work processes of HR management. This training also include the understanding of the legal framework governing labour. It will also highlight the recent amendment and how it is to be implemented effectively.

At the end of this course, 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 TNA (Analysis)
- Understanding of effective implementation of Employment Act 1955

Target Audience

- Newly appointed HR personnel
- HR personnel seeking for refresh their knowledge
- Non-HR Managers from another department

Methodology

This course adopts an interactive training approach combining both oral presentation and online system using google classroom. The techniques includes the following :-

- Lectures/Presentation/Video
- Group discussions / activity
- Case Studies

Duration

2 days (14 Hours)

9 am-5 pm (Face to Face)

(In accordance with HRD Corp's guidelines for online programs)

COURSE 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***
- ***Presumption As To Who Is An Employer / Employee***
- ***Termination Of Contract***
- ***Termination & Lay-off Benefits***
- ***Wages, Advances & Deductions***
- ***Pregnancy & Maternity***
- ***Rest Day***
- ***Hours Of Work & Overtime***
- ***Flexible Working Arrangement***
- ***Public Holidays***
- ***Annual, Sick & Paternity Leave***
- ***Hospitalization***

Case Study Labor Court / Civil Court

TRAINER PROFILE



VIGNESH KV (MEFA Training Consultant)

Mr Vignesh K 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 in training & development with result-oriented attitude towards accelerating people management and organizational growth. He runs trainings for all levels of employees from Line leaders to Managers of Multinational companies and Small Medium Corporations. With his wide range of experiences working in various industries and MNC's, he have mastered in many areas as such HRM, employee relations, leaderships and team buildings . With his skillful delivery and substantial experience in the corporate world, one can expect to learn advanced topics with management skills to be better equipped for the challenges ahead.



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.

TRAINERS PROFILE



MS. NOOR AISHAH (MEF Consultant - Industrial Relations)

Ms. Noor Aishah, holding a Bachelor of Laws from Universiti Teknologi MARA and a Master of Laws from Universiti Kebangsaan Malaysia, has been admitted as an Advocate and Solicitor in the High Court in Malaya . Beginning her career in 2008, she has served as a deputy public prosecutor and legal adviser to government agencies and statutory/enforcement bodies. With extensive courtroom experience, Ms. Noor Aishah has handled diverse cases, including commercial crimes and corruption. In her role as a senior in-house counsel, she provides comprehensive legal advisory services, drafting legal documentations, overseeing all aspects of litigation, contractual disputes, workplace misconduct and matters related to collective agreements and trade unions.



CHUA AH LEY

Mr. Chua Ah Ley , after serving the Ministry of Human Resources for 33 years with 7 year in the Social Security Organization and 26 years in the Labour Department Peninsular Malaysia retired as the Deputy Director of Labour, Negeri Sembilan in 2014 . He is well versed in Employment Act 1955 as well as Act 446.. While in service he has conducted training for Officers in the Labour Department Semenanjung Malaysia, Sabah and Sarawak on Employment Act 1955, Sabah Labour Ordinance and Sarawak Labour Ordinance. After his retirement , he was certified as PSMB Trainer and had conducting training on Employment Act 1955, Sabah Labour Ordinance and Sarawak Labour Ordinance including domestic inquiry on misconduct for HR practitioners and employers for various multi-national private sector organized by Labour Department and other organizations.