



# HR & IR FOR BEGINNERS



## JULY

**SABAH**

**DATE: 15 & 16 JULY 2024**

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**HILTON HOTEL, KOTA KINABALU**

**SARAWAK**

**DATE: 18-19 JULY 2024**

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**HILTON HOTEL, KUCHING**

**PETALING  
JAYA**

**DATE: 22-23 JULY 2024**

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**MEF ACADEMY TRAINING CENTER (PJ)**

**For further information, please contact;**

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

## **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/Sarawak Labour Ordinance (LO) / Employment Act (EA)**. The LO / EA is a fundamental law that provides minimum terms of employment to those recognized as employees under the employment law in Malaysia. 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**

- Newly appointed HR personnel
- HR Personnel who have not had any formal training
- Non-HR Managers from another department

## **Methodology**

This course adopts an interactive training approach combining both oral presentation and classroom interactivity. 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)

## **COURSE OUTLINE**

### **DAY 1 (HUMAN RESOURCES MANAGEMENT- HRM)**

- ❖ **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 ( INDUSTRIAL RELATION - IR)**

- **Scope of the 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 Labour Ordinance**

# 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



## **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.*



## **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*