



HR & IR FOR BEGINNERS



SARAWAK

SABAH

DATE: 4-5 JULY 2024

<https://forms.office.com/r/LqjyXrpDzp>

Pullman Hotel, Kuching



DATE: 15 & 16 JULY 2024

<https://forms.office.com/r/1q02NRZBNp>

Hilton Hotel, Kota Kinabalu



DATE: 18-19 JULY 2024

<https://forms.office.com/r/3hPv8fjXNc>

Hilton Hotel, Kuching



DATE: 29-30 JULY 2024

<https://forms.office.com/r/QUhV567Ybm>

Imperial Palace Hotel, Miri



DATE: 8-9 AUG 2024

<https://forms.office.com/r/zYiPaX9YdJ>

Pullman Hotel, Kuching



DATE: 26-27 AUG 2024

<https://forms.office.com/r/uzq6c399LE>

Golden Bay Hotel, Bintulu



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**

TRAINERS 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.

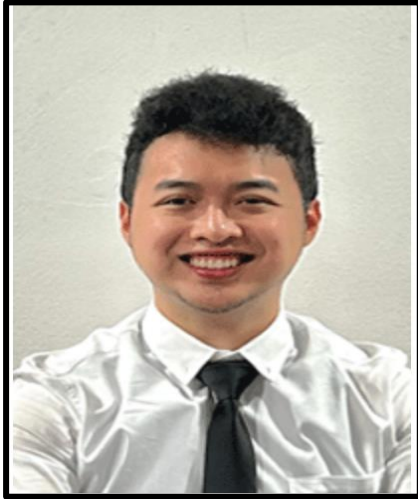


SURIANI BT ROSLI - (Consultant - Training)

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

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.



DAYANG JAMILLAH BT TUN ABG MUHD SALAHUDDIN

obtained her Bachelor of Laws (LL.B) (Hons) degree from the International Islamic University Malaysia (IIUM) & had also been admitted as an Advocate & Solicitor in the High Court of Sabah and Sarawak in Sarawak. She has amassed quite vast skills and knowledge pertaining to multi-tasking job having work experiences in both private and public sectors namely: ZHB Hijrah Travel Sdn Bhd; the State Attorney General's Chambers; Sarawak; the State Financial Secretary's Office, Sarawak; Naim Cendera Sendirian Berhad; and Messrs. Lai & Company, Advocates. Whilst serving the State Civil Service in the State Attorney General's Chambers, she handled cases & attended Court matters involving the State Government and/or any related Government Departments particularly land issues i.e., Native Customary Rights & Land Reference cases. She is also a certified trainer under the Human Resources Development Corporation (HRDC) and has been conducting trainings for MEF in Sarawak.