



HR & IR FOR BEGINNERS



SARAWAK

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



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

For further information, please contact;

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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 administrative functions, recruitment/selection, interview process, performance appraisal & understand the Training Needs Analysis.

In addition to the outline, this program provides beginners with a basic understanding of the Labour Ordinance (Sarawak Cap.76). This fundamental law sets the minimum terms of employment for recognized employees. The course covers all key provisions, including proposed amendments to the Ordinance reflecting the Employment Act (Amendment 2022). Upon completion, participants will be able to accurately identify an employer's obligations 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 (Trainer: MR VIGNESH KV)

- ❖ **MODULE 1: MANAGING HUMAN RESOURCES**
- ❖ **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: MS DAYANG JAMILLAH)

- ***Introduction and Overview***
- ***Definition of Terms***
- ***Register>Returns & Labor Rules***
- ***Contract of Service & Rules of Contents of Contract***
- ***Types of Employment***
- ***Hours of Work & Overtime***
- ***Rest Day, Leave & Holiday***
- ***Wages Payment, Advances, and Deductions***
- ***Termination of Contract***
- ***Termination and Lay-off Benefits***
- ***Special Employment: Women, Young Persons, Non-Resident Workers***
- ***Proposed Changes to Labour Ordinance (Sarawak Cap.76): Reflections on Employment Act (Amendment 2022)***

TRAINERS PROFILE



VIGNESH KV (MEFA TRAINING CONSULTANT)

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.



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.