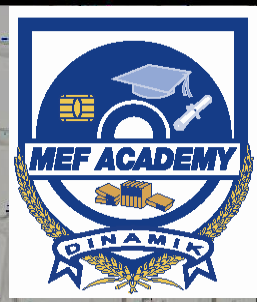





YOUR JOURNEY
TOWARDS A
SUCCESSFUL CAREER
IN HR BEGINS HERE...





HR & IR FOR BEGINNERS

DATE: 5-6 AUG 2024
 Link : <https://forms.office.com/r/HfxDVCJJBF>

Scan QR  

DATE: 9-10 SEP 2024
 Link : <https://forms.office.com/r/0aJifwmPaA>

Scan QR  

VENUE: AC HOTEL, Kuantan, Pahang
PRICE: RM 1,700 per-person (inclusive of 8% SST)

For further information, please contact;
 Tel: Contact No: 03-7498 7200

Ms Thashini : 016 254 1844
 Email: adminmefa@mef.org.my

Ms Lina : Ext: 7237
 Email: nazlina@mef.org.my

Nurul Shahadah (Kuantan)
 Email: shahadah@mef.org.my

Ms Zana : Ext: 7244
 Email: roszana@mef.org.my

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

TRAINERS PROFILE

Dr. Dzuzalani Eden, *Director* – MEF Academy with more than 30 years' experience in the field of labour and industrial relations. Prior to joining the Malaysian Employers Federation, 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. In 2014 he joined Universiti Malaysia Sarawak (UNIMAS) and pursued a role as a Senior Lecturer of Industrial Relations and Labour Studies at the Faculty of Social Sciences and Humanities teaching labour and industrial relations laws, negotiation and trade unions. He has also taught industrial relations 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.



Dato' Hj Jalaldin Hussain, *Senior Principal – Industrial Relations*. Upon reading law at the University of Malaya (1978-1982) and upon graduation, he was appointed to the Anti-Corruption Agency as Deputy Public Prosecutor (DPP) and held various positions in the Judicial and Legal service among others : Legal Advisor to the State of Kelantan, Director General of Institut Latihan Kehakiman dan Perundangan (ILKAP), Deputy Head of Law Revision and Law Reform at the Attorney General Chamber and Chairman of Industrial Court, prior to joining MEF in June 2021. He has vast experiences in the field of industrial relations and human resource development and management and has adjudicated on numerous Industrial Court cases.



Mr Vignesh K Velayuthan, *Training Consultant* 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 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 .

