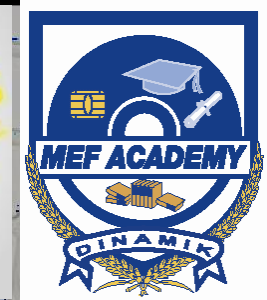
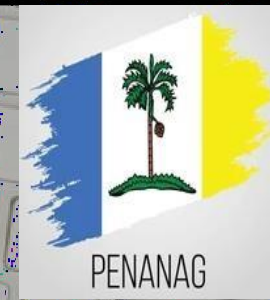




YOUR JOURNEY TOWARDS
A SUCCESSFUL CAREER IN
HR BEGINS HERE...



HR AND IR FOR BEGINNERS

DATE: 29-30 AUGUST 2024

VENUE: HOTEL SUNWAY, PENANG

PRICE:

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

CLICK THIS LINK BELOW OR SCAN THE QR

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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 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 Employment Act 1955. The Employment Act 1955 is a fundamental law that provides minimum terms of employment to those recognized as employees under the Act. This course will address all important provisions, highlighting the latest amendments that came into effect in 2023. Upon completion, participants will be able to accurately identify the obligations of an employer under this law.

Target Audience

HR Personnel who have not had any formal training

Methodology

- Lectures
- Individuals and group discussions
- Presentation

Duration

2 days (14 Hours)

9 am – 5 pm (Face to Face) per day

OUTLINE

DAY 1 (Trainer: MR VIGNESH KV)

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 (Trainer: Ms Shalani Devi)

- **Scope of the Act**
- **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**
- **Paternity leave**
- **Employment of Foreign Employees**
- **Flexible working arrangement**
- **Discrimination in Employment**
- **Sexual Harassment**
- **Forced Labour**
- **Presumption as to who is an employee & employer**

TRAINER 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.



SHALANI DEVI (MEF Senior Consultant - IR)

Shalani Devi was called to the Malaysia Bar in 1997. She has been practising in all areas of law since she was called to the bar, until she became part of the MEF organisation in 2007. She worked with Mr William, ex Director of Industrial Department and headed the Northern Region after his demise until 2016 when she started to operate her own legal firm as sole proprietor of Shalani Devi & Co. As a practising lawyer she continued practising Industrial and Labour Laws and has represented Companies, Claimants and has also represented MTUC in a number of Cases/Appeals. She has now rejoined MEF and heads the Northern Region with continued passion in handling Industrial and Labour Matters.

She is a registered HRDF Trainer since 2007 and has been actively involved in training, providing training to companies throughout Malaysia in relation to Employment, Industrial and Labour Matters. She is also a qualified Japan's NTP trainer with AOTS.