



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALYSIAN EMPLOYERS FEDERATION



# MANAGING AND HANDLING PROBATIONERS

**DATE** : 19 DECEMBER 2023

**VENUE** : HOLIDAY INN EXPRESS & SUITES, JOHOR BAHRU, JOHOR

**PRICE** : RM 950 (*Non-Members*)

RM 850 (*Members*)

*(inclusive of 6% SST)*

**For further information, please contact:**

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**CLICK THIS LINK FOR REGISTRATION:**

<https://forms.office.com/r/B8NHmwxG6K>

## OBJECTIVE

Probation period is a period to test the suitability and capabilities of an employee for the organisation. At the end of this period the employer will determine whether the probationer is suitable to be confirmed in its organisation. **Further**, it has been said that a probationer enjoys the same right as a confirmed employee in regard to the termination process. Thus, this programme will ensure that the employer understands the legal perspective in handling probationer in relation to managing i.e. their work performance, misconducts, confirmation, non-confirmation/ termination, dismissal and extension of probation. It will also answer the question whether a probationer can deem himself as confirmed after the expiry of the probation period. This programme provides a practical guide in conducting the review, counselling etc. Participants will also learn the depth study of the court cases pertaining to probationers. Thus, at the end of this programme, employers would obtain a better understanding on the management and handling of probationers in their organisation.

## TARGET AUDIENCE

HR Personnel/Head of Departments

## METHODOLOGY

- Lectures
- Discussions
- Presentation

## COURSE OUTLINE

9.00am – 1.00pm	Definition of probationer Period of probation Rights of a probationer Procedure of managing a probationer Decision making: Extension of probation period Confirmation and non-confirmation Termination of a probationer
1.00pm – 2.00pm	LUNCH BREAK
2.00pm – 5.00pm	Deeming clause Handling misconduct Decision making: How to conduct review Sample review form Non-confirmation Guidance and reviewing criteria Conducting review Case studies

## TRAINER'S PROFILE



### **NOOR AISHAH BINTI KM ABU BAKAR (MEF Consultant - Industrial Relations)**

Pn. Aishah holds a Bachelor of Laws from Universiti Teknologi MARA and later obtained her Master of Laws from Universiti Kebangsaan Malaysia. She has been admitted as an Advocate and Solicitor in the High Court in Malaya. Pn. Aishah started her career as a Legal Officer/Deputy Public Prosecutor at the Attorney General's Chambers of Malaysia (Jabatan Peguam Negara Malaysia) in 2008 and has then served government agencies and statutory/enforcement bodies as a legal adviser. Pn. Aishah has appeared in Malaysian courts and has extensive experience in handling cases such as commercial crimes, drugs, sexual and corruption offences. After moving as an in-house counsel, Pn. Aishah has provided legal advisory services to all divisions in company including preparation of various legal documentations related to company's day-to-day operations, corporate exercises and projects. She managed all litigations, commercial and contractual disputes, workplace misconduct, domestic inquiry and matters related to collective agreement and unions.