

PREFACE

Human Resources management involves a wide range of activities such as recruitment, performance management, training, promotion and organisation development. It also includes drawing up of terms and conditions of employment and the management of discipline at the workplace. All these activities involve documentation and time line for the completion of the activities.

In preparing the Practical Guide to Human Resources Management, we have relied extensively on the advisory services provided by MEF over the years not only related to legal issues but also on documentation of various human resource activities. Our experience in guiding member companies in drawing up contracts of employment, related activities including preparation of handbooks and collective agreements are reflected in this book. Examples of turnkey projects undertaken on behalf of member companies such as Voluntary Separation Scheme and Retrenchment exercises are also stated in this Guide. The examples will indicate the activities and the time line in completing the activities connected with the projects. We have also relied on best practices of companies both of local and foreign origin to source materials connected with human resources management. We convey our deep gratitude to all the sources from which we have obtained some of the relevant material for this book.

It is our hope that the materials including templates on various issues and activities presented in this book will prove to be of value to all who are involved in the management of human resources.

Editorial Board
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