



HRD Corp Claimable Courses
No. : 10001358376

MEF Workshop on Managing Employees Performance at the Workplace

Date : 20 March 2025
Venue : Ibis Styles, Iskandar Puteri, Johor
Time : 9.00 am - 5.00 pm

Overview



If you want to understand the principles, approaches and technical aspects relating to performance management.



If you want to enhance knowledge and skills in conducting performance management.



If you want to improve your current practice in your Organization.

Who Should Join?

Private sector employees especially those involved in supervisory role and handling personnel.

Training Methodologies

Lectures, Interactive sessions, case law analysis, discussion.

TRAINER'S PROFILE



Noor Aishah Binti KM Abu Bakar
MEF Consultant – Industrial Relations

Ms. Noor Aishah, holding a Bachelor of Laws from Universiti Teknologi MARA and a Master of Laws from Universiti Kebangsaan Malaysia, is an Advocate and Solicitor admitted to the High Court in Malaya. Beginning her career in 2008 as a Deputy Public Prosecutor at the Attorney General's Chambers of Malaysia (Jabatan Peguam Negara Malaysia), she transitioned to serving as a legal adviser to government agencies and statutory/enforcement bodies. With more than 15 years in legal field and extensive courtroom experience, Ms. Noor Aishah has handled diverse cases, including sexual offences, commercial crimes and corruption. After embarking into private sectors, Ms. Noor Aishah in her role as a senior in-house legal counsel, provides comprehensive legal advisory services, overseeing all aspects of litigation, contractual disputes, workplace misconduct and matters related to collective agreements and trade unions. Ms. Noor Aishah is an accredited HRDC trainer and MTP Instructor with AOTS, Japan.



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Course Content

8:30 am – 9:00 am

Registration & Breakfast

9:00 am – 1.00 pm

*Introduction to Appraisal System
Security of Tenure in Employment Vs Employer's Prerogative
Knowledge, Skills and Work Environment
Establishing Standards and Work Monitoring Assessment
Best Practices*

1:00 pm – 2:00 pm

Lunch Break

2:00 pm – 5.00pm

*Managing Employee Performance
Contract of Employment and Probation
Managing Performance of Probationer/Confirmed
Employee/Senior Management
Performance Management Process (Incl. Performance
Improvement Plan)
Case Study*

Registration
Scan The QR Code



Registration link:
<https://forms.office.com/r/HbwKJSAqPs>

Course Fee

MEF Members : RM 1,400.00 per pax
(inclusive of 8% SST)

Non Members : RM 1,500.00 per pax
(inclusive of 8% SST)

Payment

HRD Corp Claimable Course scheme; or
Malaysian Employers Federation
Account No: 105280002422 – Affin Islamic Bank Berhad

A copy of the transfer slip and invoice number
should be **emailed to yeokhoon@mef.org.my ;
natasya@mef.org.my ;
financesubs@mef.org.my**

Any cancellation of attendance **must be
communicated via email to
mefjb@mef.org.my or yeokhoon@mef.org.my
at least 3 days prior** to the event of MEF
reserves the right to charge the full fees for "NO
SHOW"