

HR 006: Understanding Malaysian Labour Law (Latest Amendment)

[2-Day Program]



Overview

The course aims to provide participants with in depth knowledge of the salient features of the latest Malaysian Labour Laws and guide them in the effective application of the relevant laws to work situations and problem solving.

The course aims to:

- Provide fundamental understanding of the Employment Act 1955(Latest amendment(Act 265), the various amendments and related regulations, with special emphasis on interpretation and application
- Identify and discuss problems arising from the implementation of the Act
- Explore the Industrial Relations system in Malaysia
- Enable participants to acquire knowledge and the appropriate application of the Industrial Relations Act 1967
- Examine and discuss the legal and practical framework of trade disputes, the possible remedies, collective bargaining and industrial discipline.
- Understand and identify various occupational hazards at workplace.
- Acquire skills and knowledge in developing policies and corrective actions
- Explore Employees provident fund act 1991 in Malaysia
- Explore Social security Act 1969 in Malaysia
- Explore the law on occupational safety and health act (1994)

Who Must Attend.

- HR Managers / Executives / Assistants
- Office Managers / Executives
- Operations Managers / Executives
- Administrative Managers / Executives
- Accounts & Finance Managers / Executives
- Sales & Marketing Managers / Executives
- Service Managers / Executives
- Production Managers / Executives
- Purchasing Managers / Executives
- Personal Assistants and Secretaries

Course Detail

Day 1:

Module 1: The Employment Act 1955 (Act 265)

- Scope of work
- Contract of Service & Contract to Service
- Termination of employment
- Termination and Lay Offs Benefits
- Matter Related To Wages
- Payment of Wages
- Deduction from Wages
- Protection and Accorded To Female Employees
- Hours of Work, Rest Days & Public Holidays
- Annual Leave & Sick Leave Etc
- Employment of Foreign Labour
- Sexual Harassment

Module 2: Law On Dismissal

- Understanding The Terms
- Termination, Dismissal & Misconduct
- Retrenchment, Closure of Business, Winding Up and Receivership
- Constructive Dismissal
- Natural Justice & Substantive Justice
- Domestic Inquiry Procedures

Day 2:

Module 3: Employees Provident Fund Act 1991 (EPF)

- Definitions of EPF
- Directors and Their Responsibilities
- Contribution to The Fund
- Provisions Governing Withdrawal
- Contributions including Medical & Death Benefits
- EPF Legislation Affecting Bankruptcy, Liquidation, Receiving & Winding Up of Companies
- Offences & Penalties

Module 4: Social Security Act 1969 (SOCSO)

- Introduction to Principles of Social Security & Background
- Coverage, Registration & Benefits Available
- The Invalidity Pension Scheme
- Survivor's Benefit & Bar To Claims

Module 5: The Law On Occupational Safety & Health Act 1994 (OSHA)

- Occupational and Safety And Health Act 1994 (OSHA)
- Duties of Employers
- Duties of Manufacturers, Designers & Suppliers
- Duties of Employees
- Appointment of A Safety & Health Officer
- Safety & Health Committee

Methodology

- Presentation
- Interactive Group discussions
- Worksheets
- Learning examples & Case studies
- Q&A Session

Course Leader

MS WENDY TEE

Wendy Tee Leap Sing has over twelve years of experience in senior management and human resources positions for diversified industrial and business environments. Graduated with a Master of Business Administration (UM), Master of Information Technology (UM), Certified Financial Planner (CFP), Certified Business coach (UM), Registered Financial Planner (RFP), Certified Trainer (PSMB) and Certified Advance Human Resource Practitioner (MIHRM), she has undergone intensive academic training in various human development and knowledge improvement.

As a trainer, speaker and consultant, Wendy had spent hundreds of hours in training, speaking and conducting training related to personal development and performance management. Her training sessions are enhanced with trainees getting exposure to personal development, improved service productivity and performance. She commits herself towards creating results in personal excellence and inspiring people to their best at whatever they do. Her vast experience and exposure in different industries has given her an in depth understanding in training and development needs which she delivers with passion, performance, positive, integrity and energetic .

Wendy is actively involved in HR consultancy, management training and research. Her latest responsibility involves the business coaching, business training, management consultancy, management and lecturing of Master of Business Administration (CEMBA) programs for Wawasan Open University. She has experience managing training programs in local universities, in house training and public seminar training. Her expertise include designing training needs assessment, developing training materials, monitoring and tracking of training programs successfulness and implementing training evaluation. Having been trained as a qualified trainer, she has extensive skill and knowledge operations effectiveness, fitness analysis, gap analysis and needs assessments. For the past ten years she has been involved in lecturing and training in Financial Accounting and Reporting Skills, Personal Financial Planning, Corporate Financial Management, Practical Budgeting & Cost Reduction Technique, Mastering Company Accounts for Financial Statement Analysis, Balance Scorecard linked with Performance Management, Training Need and Analysis, Payroll Administration Techniques and Setting Departmental Key Performance Indicators (KPIs).

Wendy is also a Human Resource consultant and certified trainer now appointed from Pembangunan Sumber Manuasia Berhad (PSMB), National Human Resources Centre (NHRC) and Malaysian Institute of Human Resource Management (MIHRM), providing comprehensive and independent Human Resource advisory to clients. In addition to consulting with and servicing clients, she is responsible for HR training, coaching & advisory for the company. In the area of Human Resource Management, Wendy focuses on Strategic Talent Management, Training and Development Management, Performance Management, Payroll Management and Setting Departmental & Inter Departmental Key performance Indicators (KPIs). Participants in her programs have come from various organization such as Chua Song Seng Group,

CS Yap Metalparts Industrial, The Faceshop, Family store (Melaka), Far East Corrugated Carton Industrial, Piau Kee Live and Frozen Seafoods, Linexcom IT, LMM Marketing, Lott Inspection, Vedel IT Service, Aztel Corporation, Kuroda Electric, Persduri Sdn Bhd, Evershine Stainless Steel, Quality Results, ARL Equestrian, ARL Global, See Song & Sons, Godell Parking (KL).

Wendy is now a Human Resource consultant with Academic Management & Training Services, providing comprehensive and independent Human Resource advisory to clients. She is also pursuing her Doctor of Business Administration (DBA) from Universiti Utara Malaysia (UUM).

Course Fee

Request For Quotation For In-House Programme

Certificate

Upon successful completion of this program, you will receive a Certificate of Attendance.

Certificates are distributed on the final day of the program.

Payment mode:

Please make payment to:

IKLIM PRIMA SDN BHD
Company Registration No: 1021120-M
BANK: MAYBANK
BANK ACCOUNT NO: 5124 8244 0204

1. BANK IN CHEQUE

Bank in and then scan the Bank-in slip and email to us before the course commence to confirm your seat.

OR Courier your cheque payment to our Finance HQ.

*Note that we DO NOT take any payments during the event.

3. BANK IN CASH: You can also pay by cash through bank-in our company bank account.

4. Interbank Transfer- You can also opt to use GIRO transfer.