



## **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: Overview Of The Employment Act**

- Historical Background of Employment Act 1955
- Objectives, Definitions & Interpretations
- First Schedule – What Is An “Employee”
- Scope & Coverage of Employment Act 1955
- Amendments Section 2 – Interpretation
- Amendments Section 4 - Appeals

#### **Module 2: Contracts**

- Contract of Service / Contract for Service
- Fixed-term Contract / Contractors
- Prohibitions In A Contract
- Employer’s / Employee’s Rights
- Breach of Contract Cases
- Deliberate – Employment (Regulations) Act 1957, Section 5(a), 5(b) and 5(c)

#### **Module 3: Wages**

- Definitions and Control
- Payments, Advances and Deductions
- Non-Attendance / Unearned Wages

Amendments of Part V – System of Payment of Wages

Amendments of Section 25 – Wages to be paid through bank

Amendments of Section 25A – Payment of wages other than through bank

Amendments of Section 31 – Priority of wages – contractor for labour

#### **Module 4: Working Hours**

- Hours of Work, Normal Working Hours
- Shift Work – Control
- Spread – Over Period
- Overtime – Its Definitions and Control

New Section 57A and 57B – Employment of foreign domestic servant

Amendment of Section 60D – Holidays

Amendment of Section 60I – Interpretation – Ordinary rate of pay

Substitution of Section 60K – Duty to furnish information and returns

## **Module 5: Employment Benefits**

- Annual leave, Sick Leave and Public Holidays Entitlements
- Rest days, Substitution for Leave – Entitlements
- Working on Public Holiday / Rest days – Payments and Entitlements
- Penalties for Non-Compliance
- Cited Cases for Reference

### **Day 2:**

## **Module 1: Employment of Women**

- The Restrictions, Control and Prohibition
- Benefits – Maternity Leave and Implementations
- Entitlements and control
- Maternity register

Amendment of Section 37 – Maternity protection

Amendment of Section 42 – Termination of service of female employee

New section 44A – Application to female employee irrespective of wages

## **Module 2: Notice and Termination**

- Notice period
- Deliberation – Section 12, 13, 14 & 15 etc
- Grounds of Terminations
- Understanding Misconducts and Control
- Due Inquiry – The process
- Overview – Termination, Lay-off and Retirement Benefits

## **Module 3: Sexual Harassment / Offences And Penalties**

- Amendment of Section 69B – Substituting “One Thousand Five Hundred” with “Two Thousand”
- New Part XVA – Sexual Harassment
- New Section 90A – Protection of Officers
- Amendment of Section 101A Power to Compound Offences
- New Section 101B – Offence by corporate etc

## **Module 4: Minimum Wages Order 2016**

- Overview of Minimum Wages Order 2016
- Commencement
- Minimum Wages Rates
- Minimum Wages Rate of Probationers
- Negotiation For Restructuring of Wages
- Case Study / Exercises

## **Methodology**

- Presentation
- Case studies with group feedback
- Interactive group discussion
- Workshops

## **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.