

Employment Act 1955 & HR Documentation

Familiarize the employment rules & regulations and comply the documents with it

Introduction

Improper written and design of HR Documentations can result in the Labour Court and the Industrial Court ruling in favour of employees and costly monetary compensation.

This course is designed to provide useful tips to participants to develop critical writing skills for drafting of relevant HR Documentations. And to understand and recognize the salient and sensitive points to be observed when drafting HR Documentations, to avoid the elements that will turn your documents and practices into liabilities.

You will get to explore and discover the technicalities and 'know-how' to effectively implement the relevant Employment Act and requirement to your HR documentations.

Objectives

By the end of the session, you would be able to:

- Identify and understand the proper use of language, words and terminology in drafting Human Resource Documentations.
- Ensure your HR Documents are in line with the Employment Act and relevant legislations.
- Ensure your HR Documents convey your management communications.
- Ensure your HR Documents are persuasive and convincing, but assertive when necessary.
- Ensure your Forms and Templates are concise and uncomplicated.
- Safeguard the interest of your Organization by avoiding vague and unclear meanings.
- Build your confidence while working with the HR professionals.
- Build a more productive relationship with the top management.
- Extend your professional skills and add your career value.

Learning Methodology

The course will be delivering through a combination of Metaphoric and Learning-By-Doing approach, where as the participants will be going through various simulation scenario which interact with the subject itself. At each stage, the participants will need to exercise the skills that been taught and practice them to self-develop their level of skills.

Active learning activities are included to allow participants to engage actively in the learning process. Besides that, leading the participants through these activities will enable better understanding on the concepts. The active learning activities are such as: Group discussions, Case studies, Interactive storytelling, Team Experiential Learning, and Brainstorming.

Who Should Attend

Human Resource Practitioner, Human Resources Managers / Executives / Supervisors, Office Managers, Administration Managers, Administrators, General Affairs Managers / Executives / Officers, Personal Assistants and Confidential Secretaries.

Program Outline

Module 1 - Introduction to Employment Law

Recognize the power of Labour Department and the obligation of employer.

Module 2 - Recruitment and Employment

Familiarize EA 1955 definition on:

- Employer / Employee Relationship
- Employment Contracts
- Employer / Contractor
- Employment of Women
- Employment of Child and Young Person

Appointment Documentation – Design effective Application Form to avoid 'horror hired'; Formulate Appointment Letter to include legal elements of 'invitation', 'offer' 'consideration' & 'acceptance'; Terms & Conditions to be included as per Employment Act requirement.

Employment Documentations – Insert of safety clauses; The validation of automatic confirmation; Bona' Fides or Mala' Fides transfer; Refusal of transfer.

Module 3 - Compensation & Benefits and Employees Development

Understand the Principles of Natural Justice, and the application of Natural Justice in Domestic Inquiry.

Familiarize EA 1955 definition on: Wages, Normal Hours of Work, Overtime, Public holidays, Rest Day, Annual Leave, Unpaid Leave, Sick Leave and Hospitalization, and Maternity Leave.

Documentations – Things to be aware on Promotion Letter; The appropriate Leave Form and Claim Form; Customized your Training Needs Analysis to your organization's objectives and direction; Customized your Appraisal Form using KPI/KRA system to be in alignment with your organization's vision, mission and core values.

Module 4: Disciplinary and Grievances Practices

Familiarize EA 1955 definition on:

- Termination of Contracts
- Breach of Contracts
- Termination, Lay-off and Retrenchment Benefits

Disciplinary Documentations – Recognize the purpose of disciplinary; Faulty Charge Sheet that lose the case; Provide template of Termination Letter on termination upon DI, acceptance of normal termination, termination upon retirement and employment after retirement; The appropriate Counseling Form, Exit Interview Form, Resignation Checklist, etc.

The Expert Profile

Serene's greatest passion is to share her knowledge and insights to maintaining and increasing the professionalism and skills of an Organization's Human Assets and the Community. Her hands-on experience in the corporate world has enabled her to impart her knowledge based not only on theory but also based on her own vast working experiences which ensure that the participants are able to relate better and able to apply the knowledge and skills to their work, immediately and effectively.

Serene, a Human Resource Trainer/Consultant and a certified Master Class Trainer has been enthusiastically involved in all aspects of human capital development and management for 17 years. **Serene** holds an MBA (Distinction) in General Management, a Diploma in Private Secretaryship and she is also a certified NLP Practitioner by ISNS.

Serene was the Group Operation Manager for a diversified group of companies where her portfolio includes taking care of the Human Resources division, Operations division and Property Management. Later, she joined a local leading property development company as Head of HR where she handles the whole spectrum of Human Resource Management, Development and Administration for several companies under the group.

Her industry exposure includes property development and management, hospitality, medical, food manufacturing, oil and gas, construction sector and consultancy services.

During her professional career and as a trainer, many employees have attained great personal successes in their careers through her guidance, mentoring and coaching. In a similar manner, **Serene** envisioned to translate her KSA to develop the competencies and performance level of your employees.



Employment Act 1955 & HR Documentation

Familiarize the employment rules & regulations and comply the documents with it

Register Online
to Get FREE
Vouchers

Workshop * Fees includes workshop materials, refreshment, lunch and certificate of attendance but excludes Bank charges & VAT per payment

Session	Date	Location	Normal Fees	Early-Bird Due Date
<input type="checkbox"/>	20-21 Feb 2012	Grand Dorsett Subang Hotel, Selangor	RM 1590	20 Jan 2012
<input type="checkbox"/>	14-15 May 2012	Grand Dorsett Subang Hotel, Selangor	RM 1590	20 Apr 2012

Discount	Early Bird Registration	<input type="checkbox"/> 5%		
	Group Registration	<input type="checkbox"/> 3 or more at 5% off	<input type="checkbox"/> 5 or more at 7% off	<input type="checkbox"/> 8 or more at 10% off

Schedule

08:30 Registration
09:00 Workshop Begins
10:30 Coffee & Networking
10:45 Workshop Resumes
13:00 Networking Luncheon
14:00 Workshop Resumes
15:30 Coffee & Networking
15:45 Workshop Resumes
17:00 Workshop Ends

Organization Details

Organization Name _____
Address _____
Tel _____ Fax _____

Participant Details

Name	Job Title	Email	Direct Line
1.			
2.			
3.			

The invoice should be directed to

Name _____ Job Title _____
Email _____ Direct Line _____

Authorising Manager's Details

Name _____ Job Title _____
Email _____ Direct Line _____
Signature _____ Date _____

*The booking is invalid without a signature.

After complete this form,
please fax it to (603) 40235716

CANCELLATION & SUBSTITUTIONS: This registration may only be cancelled in writing not later than two weeks before the workshop begins. The booking may not be cancelled nor any fees refunded thereafter. A substitute may be named at any time before the workshop begins.

HOTEL ACCOMMODATION: Accommodation is not included in the workshop fees. To enjoy privileged room rates, please contact us and let us know your accommodation's arrangement.

For more information on the hotel, please visit http://www.gin-my.com/contact_us

NOTE: It may be necessary for reasons beyond control, to change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participant of the change. Global Intelligence Network should not hold liable for any cost arising from this change.

PAYMENTS: An invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event in order to be eligible for attending. Walk-in delegates with payment will be admitted on a space available basis. Payment may be made via cross cheque / bank draft / electronic transfer, made in favour of:

Global Intelligence Network (M) Sdn Bhd
268-2-1, Wisma Mutiara Genting,
Jalan Ayer Jerneh Off Jalan Genting Kelang,
53300 Setapak, Kuala Lumpur,
Malaysia.

Details for Telegraphic Transfer:
Bank: RHB Bank
Branch: Setapak, Kuala Lumpur
A/C No: 26405800003737
Swift Code: RHBBMYKL

For electronic transfer, Please email / fax your transaction slip to us as proof of payment.



Global Intelligence Network (M) Sdn Bhd,
260-2-2 Wisma Mutiara Genting,
Jalan Ayer Jerneh off Jalan Genting Kelang,
53300 Kuala Lumpur, Malaysia.

Tel: (603) 40216000
Fax: (603) 40235716
Email: admin@gin-my.com
Website: <http://www.gin-my.com>

HRDF SBL Scheme

1 Malaysia Training Scheme

Satisfaction
Guaranteed

Certificate of Completion
Awarded by GIN

Certificate of Completion Awarded by
Millenium International University
(State of Delaware, USA)