



A PRACTICAL APPLICATION OF THE EMPLOYMENT ACT 1955 and RELATED LAWS & REGULATIONS

(HRD Corp Programme Number : 1000144591)

COURSE MODULES

- Introduction
- Employment Contract
- Termination Notice
- Wages
- Special Sections
- Working Hours and Public Holidays
- Employment of Women
- Latest Amendments updates in 2019
- Due Enquiry
- Offences and Penalties
- Claims
- Employment Insurance System (EIS)



This comprehensive workshop covers everything you need to know about employment law. The programme is delivered in a simple easy-to-understand manner with a minimum use of legal jargon. Unavoidable legal jargons are also explained in a simple non-legal way so that even a newcomer will be able

to understand it.

LEARNING OBJECTIVES

At the end of the programme participants are able to:

- Understand the requirements of the Employment 1955 and identify who is protected under the Act
- Identify the perimeter and rights of an employer / employee
- Correctly implementing and practise within the legal requirements of the Act
- Be wary of the hefty penalties for non-adherence
- Compute retrenchment and termination benefits
- Draw up employment contracts correctly
- Administer sexual harassment procedures
- Maintain registers according to law
- Manage inspections and complaints from the Labour Department
- Gain confidence in handling of employment matters
- Expose to the latest amendments of the Acts

TARGETED AUDIENCE

- HR Managers / Executives / Officers
- Line Leaders / Supervisors
- IR Personnel
- Compensation and Benefits Specialists
- Payroll Specialists
- Administrators
- Training Managers / Executives / Officers
- Employee Relations Executives
- Department Managers and Executives

TRAINER PROFILE : Mr. Brian Wee Lai Han

Qualifications:- MBA (Heriot Watt University, U.K.), Dip. In Personal Management, CHRP, Member of MIHRM, **EXPERIENCE :**

Brian Wee brings with him more than 15 years of working experience in Human Resource of large manufacturing companies. He is a Resource Training person for Malaysian Institute of Personnel Management (MIPM), Malaysian Institute of Purchasing and Material Management, UBS Commercial Institute, Open University Malaysia, Asia e University and UTM Space Executive Diploma Programs and others.

He started off his career in 1980 as a Senior Officer with the Ministry of Information where he stayed for 15 years and gained extensive management experience. Later he moved to a Japanese based company where he was in charge of all spectrums of Human Resource functions. During that time, he acquired some Japanese management skills such as Kaizen, Zero Defect, JIT, Quality Control, Quality Assurance, ISO QMS and EMS Awareness Program and many others.





PAYMENT DETAILS : Cheque / Direct Credit

Bank & Cheque No. _____

Amount : _____

Please make payment to :

WANFAH PROSPER PLT

ACCOUNTS NUMBER : **3812930508**

BANK : **Public Islamic Bank Berhad**



FEE PAYABLE PER PARTICIPANT :

Normal Price	: RM2,518
Early Bird (15 days before event)	: RM2,298
Group Fee (>2 participants)	: RM2,078
Fee includes course materials, lunch and 2 tea breaks per day.	
Claiming HRDF Levy?	YES / NO

Date and Venue : _____

(Pls check our website <https://wanfahprosper.com/latest-events/>)

Contact : Cik Nor / Puan Nasifah / Mr. Tan / Puan Suhaila

Tel : +603-51663399 / +60104403399

WhatsApp : +60162634929

Email : sales@wanfahprosper.com

CANCELLATION / TRANSFER

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

DISCLAIMER

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.

Authorise Signatory


Organisation stamp

PARTICIPANTS' DETAILS

Participant 1 Full name and I/C _____

 Designation Contact Number

 Email Address Vegetarian Meal

YES / NO

 Participant 2 Full name and I/C

 Designation Contact Number

 Email Address Vegetarian Meal

YES / NO

 Participant 3 Full name and I/C

 Designation Contact Number

 Email Address Vegetarian Meal

YES / NO

ORGANISATION DETAILS

Organisation : _____

 Contact Person : Mobile Number:

 Address :

 Email : Fax :