



Malaysia Employment & Labour Law Compliance Training: Essential Updates for HR & Managers

(HRD Corp Programme Number : 10001570088)

COURSE MODULES

- An overview of Employment Act
- Guide to Employment Act
- Understanding Misconduct
- Termination and Payment of Wages
- Handling Grievances
- Payment of Wages
- Working Hours and Working at Night
- Paternity Leave
- Pregnancy and Maternity Protection
- Medical Leave (EA: 60F)
- Sexual Harassment
- Flexible Working Arrangement
- Employment of Foreign Employee
- Discrimination in Employment and Forced Labours
- The Industrial Relation Act 1967



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

By the end of this program, participants will be able to:

- **Apply** the updated provisions of the Employment Act 1955 (including the 2022

amendments) and the Industrial Relations Act 1967 to ensure workplace compliance in West Malaysia.

- **Accurately compute** various employee entitlements, including termination benefits, lay-off benefits, and payment in lieu.
- **Effectively manage** employee conduct and disciplinary processes, including handling misconduct, absenteeism, latecomers, and conducting domestic inquiries.
- **Navigate** dispute resolution mechanisms and grievance handling procedures with confidence and adherence to natural justice principles.
- **Implement** changes related to new working hours, maternity and paternity leave entitlements, medical leave, and flexible working arrangements.
- **Address** contemporary labour issues such as sexual harassment, employment of foreign employees, and discrimination in

TARGETED AUDIENCE

- **Human Resources Managers & Executives**
- **Line Managers & Section Heads**
- **Supervisors**
- Anyone responsible for managing employees or ensuring workplace compliance with the latest Malaysian employment and labour laws

TRAINER PROFILE : Ms. Song Xiu Hui (Camen)

Qualifications:- Bachelor Degree of Business (Hons) Hotel Management (UMS), Member of MIHRM and SHRM, DISC Facilitator

EXPERIENCE : Camen, is a highly experienced Human Resources Practitioner and a dedicated professional with over 10 years of experience in coaching and facilitating , driven by a passion for Personal Development, Leadership, and Human Resources Management.

Camen's expertise spans a wide array of human capital development and compliance areas:

- **Employment Act & Labour Legislation**
- **Human Resources Management & Compliance**
- **Performance & Discipline**
- **Leadership & Team Development**
- **Corporate Social Responsibility (CSR)**
- **Business Communication**





REGISTRATION FORM (HRD Corp Claimable)
Malaysia Employment & Labour Law
Compliance Training: Essential Updates for HR &
Managers (HRD Corp Programme Number : 10001570088)



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

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WhatsApp : +601159403399 / +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 :