



PROFESSIONAL CERTIFICATION AND CONFERMENT AS

CERTIFIED INDUSTRIAL RELATIONS MANAGER

The program is designed to provide in-depth applied skills for professionals assigned to manage industrial relations functions and offers an extensive blend of theories and practical in this field.

The program serves as an excellent forum for participants to obtain wider insight into the broad spectrum encompassing Industrial Relations and Labour Laws in Malaysia and its application within the human resource management in the organisation.

Malaysian Institute of Human Resource Management is a member of the World Federation of People Management and Asia Pacific Federation of Human Resource Management

ADMISSION REQUIREMENTS

Professional Certification in HR Management from MIHRM or its equivalent, with working experience in the area of Ind. Relations.

OR

Possess a Degree in any discipline from recognized University, with at least a year of working experience at executive level in the area of Ind. Relations.

OR

Practicing human resource professionals/practitioner at executive level and above for more than 3 years in the area of Industrial Relations.

OR

Individual who are interested in acquiring in-depth knowledge of Ind. Relations and who are considered suitable by the Program Director.

COURSE SCHEDULE

Duration : 6 months (Saturday & Sunday)
Schedule : 9.00am to 5.00pm. One weekend per month

COURSE ASSESSMENT

Examination/ Assignment/ Mock Trial Presentation/ Project Paper/ Action Learning.

MEDIUM OF INSTRUCTION

The program would be conducted in English Language and therefore proficiency in that language is essential.

THE FACULTY

The faculty will comprise of experts in the field of Ind. Relations and will include leading practitioners, consultants, academics and lawyers

AWARD OF CERTIFICATION

Upon successful completion of the program, participants will be accorded recognition as "Certified Industrial Relations Manager" by Malaysian Institute of Human Resource Management (MIHRM)

COURSE FEE

RM4,500.00 per participant
(Peninsular Malaysia)

OR

RM5,500.00 per participant
(Sabah and Sarawak)

Registration Fee : RM500.00 per participant
[Inclusive of course notes and examinations and MIHRM membership]
Installment plan is provided for self-sponsored participants. Please liaise with the course coordinator for details.

COURSE OUTLINE

- The contractual relations between employers and employees
- The provisions of the Employment Act 1955, Trade Unions Act 1959, Industrial Relations Act 1967, Employee Provident Fund Act 1991, Employee Social Security 1967 and other related legislations.
- Termination & Dismissals – substantial reasons and procedural requirements.
- Collective bargaining, role of unions, join construction & handling of disputes.
- The dispute settlement machinery – the Industrial Court, the Industrial Relations Department, the Labor Department.

COURSE STRUCTURE

Unit	Scope of Coverage	Duration
1	Employment Act 1955 & other Labour Laws	16 hours
2	The Employment Contract	16 hours
3	Termination of Employment	16 hours
4	Industrial Relations & Collective Agreements	16 hours
5	Disputes Settlement Machinery	16 hours
6	Mock Trial & Presentation (Labour & IR Court)	16 hours
7	Project Paper	3 months

REGISTRATION PROCEDURE

1. Complete the Registration Form and submit to MIHRM with RM500.00 as Registration Fee. (Registration Form is available from our website.)
2. Payment of Course Fees shall be made on or before commencement of the program.
3. Mode of Payment : Cheque, money order, bank draft; payable to "Malaysian Institute of Human Resource Management".
CIMB Bank Berhad : Account No: 8002324212 (For confirmation, please fax "Bank-in Slip" to MIHRM via fax no: 03-79554076)

