

CERTIFICATE in MALAYSIAN LABOUR LAWS



The course aims to provide participants with an in-depth knowledge of the salient features of the Malaysian Labour Laws and guide them in the effective application of the relevant laws to work situations and problem solving.

OUTLINE

Klang Valley
Armada Hotel, PJ
15th – 18th August
2016

Nothern Region
KISMEC, Kulim
Date to be announce
based on response

Southern Region
Good Hope Hotel, JB
Date to be announce
based on response

DAY 1:EMPLOYMENT ACT 1955

- ❖ Scope of The Act
- ❖ Contract of service & Contract for service
- ❖ Termination of Employment
- ❖ Termination & Lay-off Benefits
- ❖ Matter Relating to Wages
- ❖ Protection & Laws Accorded to Female Employee
- ❖ Hour of Work, Rest Days & Public Holiday
- ❖ Annual Leave & Sick Leave, etc

DAY 2 :TRADE UNIONS ACT 1959

- ❖ Definition of Trade Unions
- ❖ Registration & Deregistration of Trade Unions
- ❖ Powers of the DGTU in administration of TU
- ❖ Secret Ballot
- ❖ Strikes and Lock-out
- ❖ Federation of Trade Unions & Consultative Bodies

INDUSTRIAL RELATIONS ACT 1967

- ❖ Objective of The Act
- ❖ Rights of Workmen & Employers
- ❖ Recognition of Trade Unions
- ❖ Collective Bargaining & Collective Agreements
- ❖ Disputes Settlement Machinery: Conciliation & Arbitration
- ❖ Industrial Conflicts, Strikes & Lockout
- ❖ Role of the Industrial Court
- ❖ Relevant Industrial Court Awards of the Court

DAY 3: LAWS ON DISMISSAL

- ❖ Understanding the Terms
- ❖ Termination, Dismissal & Misconduct
- ❖ Retrenchment, Closure of Business
- ❖ Constructive Dismissal
- ❖ Natural Justice & Substantive Justice
- ❖ Domestic Inquiry Procedures

DAY 4:

a) EMPLOYEE PROVIDENT FUND ACT (EPF ACT)

- ❖ Directors & Their Responsibilities
- ❖ Contributions to the Fund
- ❖ Provisions Governing Withdrawal
- ❖ Contributions Including Medical & Death Benefits
- ❖ EPF Legislation Affecting Bankruptcy,
- ❖ Liquidation, Receivership
- ❖ Winding Up of Companies
- ❖ Offences & Penalties

b) SOCIAL SECURITY ACT (SOCSO)

- ❖ Introduction to principles of Social Security & Background
- ❖ Coverage, Registration & Benefits available
- ❖ The Invalidity Pension Scheme
- ❖ Survivor's Benefit & Bar to Claims

WHO SHOULD ATTEND

- HR Practitioners
- HR/IR Managers
- HR/IR Executives
- Line Managers
- Others who require more in-depth knowledge of the Malaysian Labour Laws

COURSE FEE

RM1700 + 6% GST (Member)
RM1800 + 6% GST (Others)
Per Participant

OR
RM550.00 + 6% GST per day (Member)
RM650.00 + 6% GST per day (Others)
Includes course materials, refreshments and lunch

NOTE: To be eligible for Certificate, participant must attend the full course



Claimable

Terms & Conditions Apply

HOW TO REGISTER

- 1) Fax or email the completed Registration Form to MIHRM. Separate name list for group registration.
- 2) MIHRM to issue Confirmation Letter, Invoice & other relevant document.
- 3) Participant to revert the Reply / Confirmation Slip to confirm seat and hotel package. Walk-in will not to be entertained

Terms & Conditions:

- 4) Once confirmed NO cancellation, otherwise 50% is chargeable. Substitute delegate as replacement is allowed at no additional charge.
- 5) Full payment shall be made prior to training date or latest on training date, otherwise Letter of Undertaking from organization is required.
- 6) NO refund for cancellation

MIHRM reserves the right to postpone or cancel the program due to the unforeseen circumstances

REGISTRATION FORM

Fax to 03-79554076 OR Email: public-programme@mihrm.com

Please register me .

Name : _____

Designation: _____ NRIC No./ Passport No: _____

Company Name: _____

Address: _____

Email: _____ Membership No: _____

Telephone No: _____ (Off)/ Fax: _____ (Off)/ Mobile No: _____

We confirmed the participation of the above name, understand, agree and abide to the terms & conditions of program registration.

Authorize Officer: _____ Co. Stamp: _____

(Name)

Enclosed cheque no./bank draftfor RM..... being payment for

..... participant(s). (Payment made payable to "Malaysian Institute of Human Resource Management")

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Organized By:

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