

了解马来西亚劳工法令与条例课程

本课程旨在为学员提供对于马来西亚劳工法的显著特征足够了解，去应付日常员工问题，也有足够的知识和技巧避免公司面对官费。

提要 OUTLINE

第一天：雇佣法令 1955 EMPLOYMENT ACT 1955

- ❖ 法令的范围 Scope
- ❖ 服务合同 Contract of service
- ❖ 停职条例及停职福利 Termination of Employment & Benefits
- ❖ 关于支付和扣除薪金的条例 Matters Relating to Wages
- ❖ 女工的保护 Protection & Laws Accorded to Female Employee
- ❖ 工作时间, 每周休日, 公共假期, 年假, 病假及支付 Hour of Work, Rest Days & Public Holiday, Annual Leave & Sick Leave, etc
- ❖ 劳工局投訴程序及如何处理 Complaints to the Labour Office and how to handle

- ❖ 勞資糾紛, 罷工和閉廠 industrial Conflicts, Strikes & Lockout
- ❖ 工业法院的作用 role Of The Industrial Court
- ❖ Relevant Industrial Court Awards Of The Court有关的法庭裁决
- ❖ 解雇 dismissals
- ❖ 终止雇佣关系种类 Types Of Terminations
- ❖ 内部调查 Domestic Inquiry
- ❖ 自然公正原则 Rules Of Natural Justice

第二天：1967工業關係法令: INDUSTRIAL RELATIONS ACT 1967

- ❖ 法令目标 Objective of The Act
- ❖ 工人和雇主的权利 Rights of Workmen & Employers
- ❖ 認可职工会 Recognition of Trade Unions
- ❖ 集体谈判和集体协议 Collective Bargaining & Collective Agreements
- ❖ 争端解决机制: 调解与仲裁 Disputes Settlement Machinery: Conciliation & Arbitration



Fax to 03-79554076 OR Email: mihrm2@gmail.com

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

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

Klang Valley
Armada Hotel, PJ
Date to be announce
based on response

适合谁?

- 人力资源从业者 HR Practitioners
- 人力资源/工业关系经理 HR/IR Managers
- 工业关系执行人 HR/IR Executives
- 前线管理人 Line Managers
- 任何对马来西亚劳工法令需要有更深知识的人 Others who require more in-depth knowledge of the Malaysian Labour Laws

课程费 COURSE FEE

RM1100 + 6% GST (会员 Member)
RM1200 + 6% GST (非会员 Others)

或 OR
每天 RM500.00 + 6% GST per day (会员 Member)
每天 RM600.00 + 6% GST per day (非会员 Others)

课程费包跨课程教材, 茶点和午餐Fee includes course materials, refreshments and lunch

可从提出索赔



如何报名

- 1) 请将完成报名表传真或电游到 MIHRM. 若是集体报名, 请领用单独的名称列表
- 2) MIHRM 将会发出给你确认书, 发票及其他有关文件.
- 3) 参与者必须将回复/确认回条恢复为确认座位及酒店安排.

Terms & Conditions:

- 4) 确认后 如消除, 只能退回科菲的50%. 领参与者代替不收 取额外费用
- 5) 培训日期前或最迟在培训日期需支付全额课费否则比许要有组织的承诺书

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.

Authorized By: _____ (Name) Co.Stamp: _____

Enclosed cheque no./bank draft _____ for RM. _____ being payment for _____ participant(s). (Payment made payable to "Malaysian Institute of Human Resource Management")