

PREFACE

Since the first publication of this book in 2012, a lot of development has taken place that has necessitated the updating of this book.

Human Resources management involves a wide range of activities such as recruitment, performance management, training, promotion and organisation development. It also includes drawing up of terms and conditions of employment and the management of discipline at the workplace. All these activities involve documentation and time line for the completion of the activities.

In preparing the Practical Guide to Human Resources Management, we have relied extensively on the advisory services provided by MEF over the years not only related to legal issues but also on documentation of various human resource activities. Our experience in guiding member companies in drawing up contracts of employment, related activities including preparation of handbooks and collective agreements are reflected in this book. Examples of turnkey projects undertaken on behalf of member companies such as Voluntary Separation Scheme and Retrenchment exercises are also stated in this Guide. The examples will indicate the activities and the time line in completing the activities connected with the projects. We have also relied on best practices of companies both of local and foreign origin to source materials connected with human resources management. We convey our deep gratitude to all the sources from which we have obtained some of the relevant material for this book.

It is our hope that the materials including templates on various issues and activities presented in this book will prove to be of value to all who are involved in the management of human resources.

Editorial Board
Malaysian Employers Federation

FOREWORD

It is with great pride and honour that the Malaysian Employers Federation presents the updated premier edition of the 'MEF Practical Guide to Human Resources Management'.

The updating includes chapters on Collective Bargaining – Negotiations and Strategies, Productivity Linked Wage System, Productivity Measurements and Concept, Managing Employees Performance and Conduct of Domestic Inquiry – Practical and Guide.

With the aim of serving as an essential reference for human resource practitioners, this book covers the entire complete range of employment activities, from the time of recruitment right up to retirement.

The MEF Practical Guide to Human Resources Management also provides useful examples of documentations and timelines to assist HR practitioners perform their function and duties efficiently.

In putting this book together, MEF utilised all resources available by pulling together the extensive knowledge and experiences of experts in human resources management and industrial relations. The book also expands on the domestic and international best practices of employers to provide a comprehensive and detailed overview of human resources management.

I would like to convey my utmost gratitude to all the sources from which we have obtained materials for this book.

It is my hope that the materials presented in this book will prove to be of great value to all, especially to those involved in human resources management.

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