



ONLINE REMOTE LEARNING – 7 HOURS “PRACTICAL GUIDELINES IN DRAWING UP THE TERMS AND CONDITIONS OF AN EMPLOYMENT CONTRACT”

11 AUGUST 2021 (9.00 AM – 4.30 PM)

OBJECTIVES

A contract of employment adheres to the Contract Law Principles. It is a legally enforceable agreement between the employer and the employee or traditionally the two parties referred to as master and servant.

The contract creates rights, immunities and obligations on both parties.

The fundamental obligation of the employer is to pay wages; conversely, the employee is to provide services fulfilling expectations. It is so fundamental that the failure of both parties to these fundamental obligations will be deemed as having legally breach the contact.

So, the Contractual Terms in relation to the Benefits and Conditions of Service must be correctly drawn in the Contract of Employment. Any anomalies in the Contract Terms can create disharmony in the contractual relationship that can be detrimental to morale and productivity that are so pertinent for any company's sustainability.

This course is designed to provide the “Practical Guidelines in Drawing Up the Terms and Conditions of an Employment Contract” within the framework of all facets of Employment Laws and Regulations, the implied common law rights and obligations of both parties and last but not least, conforming to the Industrial Relations Good Practices.

COURSE FACILITATORS

LT COL (R) HJ MOHD AKHIR BIN HJ HAMZAH is a Senior Consultant – IR in MEF. Prior to joining MEF, he was a Senior Manager Human Resource at the International Medical University (IMU). His career in the private sector initially was as an Assistant Registrar at Universiti Tenaga Nasional (UNITEN). He joined UNITEN upon completion of his Masters of Business Administration at the University of Wales, College of Cardiff UK. He is also a member of the Chartered Institute of Transport UK and a UiTM graduate. Lt. Col. Akhir has extensive experience in representing member companies in Industrial Court hearings at the Industrial Court. His other main key role is as a Trainer; conducting Industrial Relations courses at public programs and at company premises which include managing performance of employees.

PREMA KESAVAN is a Senior Consultant – IR, MEF. Prema Kesavan graduated with an LLB Hons with University of Wolverhampton, United Kingdom. She handles member companies' cases at the Industrial Court (IR) and Jabatan Tenaga Kerja (JTK). She provides advice to companies on industrial relations and employment related matters. She is a member of the Malaysian Institute of Arbitrators. She is also a certified HRDF trainer. She has conducted training programs for member companies in Petaling Jaya, Kuala Lumpur, Penang and Johor Bahru.

PROGRAMME

Introduction	-	9.00am to 9.15am
Employment Laws and Regulations	-	9.15am to 9.45am
Categories of Employees	-	9.45am to 10.10am
Break	-	10.10am to 10.20am
Contract of Employment	-	10.20am to 11.00am
Master and Servant Relationship	-	11.00am to 11.30am
Break	-	11.30am to 11.40am
Continue Contract of Employment	-	11.40am to 12.15pm
Q & A	-	12.15pm to 12.30pm

LUNCH BREAK 12.30 -1.30pm

Terms and Conditions of Employment	-	1.30pm to 2.30pm
Break	-	2.30pm to 2.40pm
Deliberation on Related Case Laws	-	2.40pm to 3.00pm
Probation	-	3.00pm to 3.15pm
Retirement Age	-	3.15pm to 3.30pm
Break	-	3.30pm to 3.40pm
Contractual Obligations (Force Majeure/Frustration of Contract)	-	3.40pm to 4.15pm
Q & A	-	4.15pm to 4.30pm

WHO SHOULD ATTEND

All practitioners involve in handling Human Resources (HR) and Industrial Relations (IR) matters for the company.

ENQUIRIES – ☎ 03 – 7955 7778

Cik Norkhalidah (ext.163) • norkhalidah@mef.org.my
Cik Musfirah (ext. 119) • musfirah@mef.org.my

Cik Wong Ping Sing (ext.134) • pingsing@mef.org.my

REGISTRATION FORM

Yes! Register me as participant for the
**PRACTICAL GUIDELINES IN DRAWING UP THE
TERMS AND CONDITIONS OF AN EMPLOYMENT
CONTRACT (ONLINE VIA MICROSOFT TEAMS)**

DATE

**11 AUGUST 2021 (Wednesday)
(9 am to 4.30 pm)**

SEMINAR FEES

- MEF Members: RM 600 inclusive of 6% SST
- Non-Members: RM 700 inclusive of 6% SST

PAYMENT

- Upon receipt of the registration form, a quotation would be issued for those companies that apply for HRD Corporation's (*previously known as HRDF*) grant application. Only quotation will be sent instead of invoice and no payment is needed subject to HRD Corporation's approval.
- An invoice would be issued for payment for those companies that will not apply for HRD Corporation's grant application. All registered participants, who will not apply for HRD Corporation's grant application, must pay full fees before the event.
- Payment in cheque or bank draft made in favour of **MALAYSIAN EMPLOYERS FEDERATION**
- Payment by bank deposit to Account No: **105280002422, Affin Islamic Bank Berhad** in favour of **MALAYSIAN EMPLOYERS FEDERATION**
- A copy of the transfer slip and invoice number should be emailed to:
 - natasya@mef.org.my;
 - yeokhoon@mef.org.my; or
 - yapcc@mef.org.my

Send your Registration Form to:

MALAYSIAN EMPLOYERS FEDERATION

3A06-3A07, Block A, Pusat Dagangan Phileo Damansara II
No. 15 Jalan 16/11, Seksyen 16
46350 Petaling Jaya, Selangor

Or via e-mail : norkhalidah@mef.org.my
musfirah@mef.org.my
pingsing@mef.org.my

Participant 1

Dr/Mr/Mrs/Ms: _____
Position: _____
Mobile: _____
Email: _____

Participant 2

Dr/Mr/Mrs/Ms: _____
Position: _____
Mobile: _____
Email: _____

***PLEASE TAKE NOTE THAT HRDF CLAIM IS SUBJECT
TO HRDF CONDITIONS AND APPROVAL**

***PLEASE ALSO BE INFORMED THAT THE ONLINE
LEARNING/ TRAINING WILL BE VIA MICROSOFT
TEAMS**

Contact Details

Company : _____

Mailing Address : _____

Contact Person : (Datuk/Dato'/Dr/Mr/Mrs/Ms / _____) _____

Position : _____ Email : _____

Tel : _____ Fax : _____

Cheque No. : _____ Amount : RM _____

(Authorised Signature)

Date