

Managing Performance and Handling Misgreavances

DATE : 30 APRIL 2026, VENUE : Cititel Hotel, Penang

OVERVIEW

To equip participants with the knowledge and skills to conduct inquiries that comply with Malaysian labour laws and uphold principles of natural justice. This includes understanding the legal framework, ensuring procedural fairness, mastering the inquiry process and documentation, clarifying roles and responsibilities, and making sound, evidence-based decisions that align with company policies and statutory requirements.

WHO SHOULD ATTEND

All private sector's employees especially those involved in human resources, handling personnel and industrial relations functions.

COURSE CONTENT

8.30 am	Registration
9.00 am	<ul style="list-style-type: none">• Introduction & Legal Framework - Content: Overview of Employment Act 1955, Industrial Relations Act 1967, and key case law on DI• Understand statutory requirements and consequences of non-compliance.
10.30 am	Morning Break
	<ul style="list-style-type: none">• Principles of Natural Justice• DI Process & Documentation• Roles & Responsibilities
1.00 pm	Lunch Break
2.00 pm	<ul style="list-style-type: none">• Evidence Handling & Questioning Techniques• Decision Making & Report Writing
3.30 pm	Afternoon Break
3.45 pm	<ul style="list-style-type: none">• Discussion & Q&A
5.00 pm	<ul style="list-style-type: none">• End of the session.

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TRAINER'S PROFILE



PN SHALANI DEVI

MEF Principal
Consultant - Legal &
Industrial Relations

Shalani Devi was called to the Malaysia Bar in 1997. She has been practising in all areas of law since she was called until she became part of the MEF organisation in 2007. She worked with Mr William, ex Director of Industrial Department and headed the Northern Region after his demise until 2016 when she started to operate her own legal firm as sole proprietor of Shalani Devi & Co. As a practising lawyer she continued practising Industrial and Labour Laws and has represented Companies, Claimant and has also represented MTUC in a number of Cases/Appeals handling cases. She has now rejoined MEF and heads the Northern Region with continued passion in Industrial and Labour Matters. She is a registered HRDF Trainer since 2007 and has been actively involved in training, providing training to companies throughout Malaysia in relation to Employment, Industrial and Labour Matters. She is also a qualified Japan's NTP trainer with AOTS..

REGISTRATION



COURSE FEE

- MEF Members : RM1,500.00 (inclusive of 8% SST)
- Non-Members : RM1,700.00 (inclusive of 8% SST)

PAYMENT

- HRD Corp Claimable Course scheme; or
- Payable to: Malaysian Employers Federation ; Account No: 105280002422 – Affin Islamic Bank Berhad

Any matters related to invoices may be emailed to yeokhoon@mef.org.my .

A copy of the transfer slip and invoice number should be emailed to accounts@mef.org.my .

Any cancellation of attendance must be communicated via email to alyaa@mef.org.my at least 3 working days prior to the event of MEF reserves the right to charge the full fees for "NO SHOW".