

# Practical Guidelines in Drawing Up the Terms and Conditions of an Employment Contract

11 March 2026, Online via Microsoft Teams

## OVERVIEW

- Enabling participants to understand the essential legal and practical components of an employment contract, including statutory requirements, key clauses, and compliance with labour laws.
- To equip learners with the skills to draft clear, accurate, and enforceable letters of employment that protect both employer and employee interests, minimize legal risks, and reflect best practices in industrial relations.
- Ability to identify common pitfalls and ensure alignment with organizational policies and regulatory standards.

## COURSE CONTENT

8.00 am	Registration
8.30 am	<ul style="list-style-type: none"><li>Training Objectives</li><li>Introduction of Contract of Employment</li><li>Definition of Contract of Employment (EA 1955)</li><li>Essential Details of Employment Contract</li></ul>
10.00 am	Morning Break
10.15 am	<ul style="list-style-type: none"><li>Understanding of S101C EA 1955(Amendment 2022) and Part II of EA 1955 on Contracts of Service</li><li>Understanding on Employment Regulations 1957</li><li>Contract Act 1950, Children &amp; Young Persons Act 1966</li><li>Part-Time, Casual Employment &amp; Fixed Term Contract</li></ul>
12.00 pm	Lunch Break
12.30 pm	<ul style="list-style-type: none"><li>Criteria's in Job Advertisement</li><li>Collective Agreement</li></ul>
2.00 pm	Afternoon Break
2.15 pm	<ul style="list-style-type: none"><li>Discussions &amp; Q&amp;A</li></ul>
4.00 pm	End of the Session

## WHO SHOULD ATTEND

Managers and Supervisors, HR Professionals, Team Leaders, Executives, New Managers and Head of Departments.

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## TRAINER'S PROFILE



EN MUHAMMAD  
ZULFADLEE THYE BIN  
ABDULLAH  
  
MEF Consultant - Legal  
& Industrial Relations

En Muhammad Zulfadlee Thye Bin Abdullah, widely known as Zul Thye, is an Industrial Relations (IR) Consultant currently with the Malaysian Employers Federation (MEF), based in the Melaka Branch. With over 24 years of dedicated experience in union movements and industrial relations across Malaysia, Mr. Zul Thye brings a wealth of knowledge and practical expertise to his role, focusing on employer-employee relations, labour law compliance, and dispute resolution. In Malaysian Employers Federation (MEF) - Melaka Branch, Mr. Zul Thye provides advisory services, represents employers in IR cases, and leads training programs to improve workplace harmony and compliance with national labour laws.

In his previous role at the Social Protection Contributors Advisory Association Malaysia (SPCAAAM) as the Communications and IR Coordinator, he managed key communication initiatives and coordinated industrial relations activities, fostering improved social protection for all the employees and business communities. Whereas at the Malaysian Trades Union Congress (MTUC) Mr. Zul Thye as the Industrial Relations Officer, played a pivotal role in advocating for workers' rights, managing cases at the Department of Labour, Department of Industrial Relations, and Labour Court. His contributions included mediation, case preparation, and representation, significantly impacting worker protections in Malaysia.

## REGISTRATION

Link : <https://forms.office.com/r/9bBxHSLGDB>



## COURSE FEE

- MEF Members : RM700.00 (inclusive of 8% SST)
- Non-Members : RM900.00 (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](mailto:yeokhoon@mef.org.my) .

A copy of the transfer slip and invoice number should be emailed to [accounts@mef.org.my](mailto:accounts@mef.org.my) .

Any cancellation of attendance must be communicated via email to [nur.anis@mef.org.my](mailto:nur.anis@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".