

# MEF Workshop on Managing Employees Performance at the Workplace

18 March 2026, Ibis Styles, Iskandar Puteri, Johor

## OVERVIEW

- If you want to understand the principles, approaches and technical aspects relating to performance management
- If you want to enhance knowledge and skills in conducting performance management
- If you want to improve your current practice in your organization

## WHO SHOULD ATTEND

Private sector employees especially those involved in supervisory role and handling personnel.

## LEARNING METHODOLOGIES

Lectures, interactive sessions, case law analysis, discussion.

## TRAINER'S PROFILE



MS. NOOR AISHAH  
BINTI KM ABU BAKAR

MEF Senior Consultant  
- Legal & Industrial  
Relations

Ms. Noor Aishah, holding a Bachelor of Laws from Universiti Teknologi MARA and a Master of Laws from Universiti Kebangsaan Malaysia, is an Advocate and Solicitor admitted to the High Court in Malaya. Beginning her career in 2008 as a Deputy Public Prosecutor at the Attorney General's Chambers of Malaysia (Jabatan Peguam Negara Malaysia), she transitioned to serving as a legal adviser to government agencies and statutory/enforcement bodies. With more than 16 years in legal field and extensive courtroom experience, Ms. Noor Aishah has handled diverse cases, including sexual offences, commercial crimes and corruption. After embarking into private sectors, Ms. Noor Aishah in her role as a senior in-house legal counsel, provides comprehensive legal advisory services, overseeing all aspects of litigation, drafting of contracts, contractual disputes, workplace misconduct and matters related to collective agreements and trade unions. Ms. Noor Aishah is an accredited HRDC trainer and MTP Instructor with AOTS, Japan.

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## COURSE CONTENT

8.30 am Registration

- 9.00 am
- Introduction to Appraisal System
  - Security of Tenure in Employment Vs Employer's Prerogative
  - Knowledge, Skills and Work Environment
  - Establishing Standards and Work Monitoring Assessment
  - Best Practices

1.00 pm Lunch

- 2.00 pm
- Managing Employee Performance
  - Contract of Employment and Probation
  - Managing Performance of Probationer/Confirmed Employee/Senior Management
  - Performance Management Process (Incl. Performance Improvement Plan)
  - Case Study

5.00 pm End Session

\*15 minutes break between the session

## REGISTRATION

Link : <https://forms.office.com/r/uSS9C0k3WX>



## COURSE FEE

- MEF Members : RM1,400.00 (inclusive 8% SST)
- Non-Members : RM1,600.00 (inclusive 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 [mefjb@mef.org.my](mailto:mefjb@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".