



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALAYSIAN EMPLOYERS FEDERATION



HRD Corp Claimable Courses  
No. : 1000167915

# Online Workshop on Managing & Handling Probationers

8 May 2026, Online via Microsoft Teams

## OVERVIEW

This programme aims to develop participants' competencies in administering probationary employment in a structured, lawful, and objective manner. Upon completion, participants will be able to establish measurable performance standards, conduct systematic evaluations, maintain proper documentation, and address performance deficiencies through fair and consistent interventions. Participants will further gain the ability to determine appropriate outcomes—whether confirmation, extension, or termination—aligned with statutory obligations, organizational policies, and principles of good industrial relations.

## WHO SHOULD ATTEND

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

## 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 (SPCAAM) 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.

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## REGISTRATION

- 8.30 am Registration
- 9.00 am
- Understanding Probationers - Who are probationers?
  - Definition and legal understanding under Malaysian employment law
  - Purpose and importance of the probationary period
  - Determining a suitable probation period
  - Rights and obligations of a probationer
- 10.30 am Morning Break
- 10.45 am
- Managing and Evaluating Probationers
  - Procedures for managing probationers effectively
  - Performance evaluation and documentation
  - Addressing performance issues during probation
  - Dealing with poor performance cases
- 1.00 pm Lunch Break
- 2.00 pm
- Decision-Making During and After Probation
  - Extension of probation period
  - When and how to justify an extension
  - Recommended duration and legal considerations
  - Confirmation procedures and communication / non-confirmation or termination
- 3.45 pm Afternoon Break
- 4.00 pm
- Understanding misconduct: major vs. minor
  - Misconduct committed by probationers
  - Disciplinary actions and due process requirements
  - Documentation and domestic inquiry considerations
  - Case Discussion, Q&A and Wrap-Up
- 5.00 pm End of the Session

## REGISTRATION



## 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 7 working days prior to the event of MEF reserves the right to charge the full fees for “NO SHOW”.