



HR & LABOUR ORDINANCE FOR BEGINNERS (SARAWAK)

8 & 9 DEC 2025 | 9.00AM - 5.00PM |
MERCURE HOTEL, MIRI, SARAWAK

Course Overview

The main objectives of this Human Resources beginner course are to help participants understand the fundamental functions and responsibilities of the HR department and familiarize them with key HR terms and concepts. This includes the ability to implement an effective recruitment and selection process, from crafting job postings to conducting interviews, and developing skills in designing effective onboarding programs.

The course will also highlight some key points on the latest amendment based on the provisions of Employment Act 1955 as enforced in Peninsular Malaysia

Who Should Attend

- Human Resource Personnel
- Compliance Officers
- Line Managers / Supervisors
- Talent Acquisition Staff

Learning Outcomes

Participants will be able to :

- Understanding Core HR Functions.
- Developing Effective Recruitment and Selection Strategies
- Ensuring Legal Compliance and Ethical Practices.
- Implementing Performance Management Systems.

Course Registration :



<https://forms.office.com/r/FryF0TzEe1>

RM1,500*

(Price Inclusive of 8% SST)
HRDC Claimable*

Course Structure

Time	Agenda
DAY 1	
8:30am - 9:00am	Registration
9:00am - 10:45am	MODULE 1: Understanding Human Resources
10:45am - 11:00am	Break
11:00am - 12:00pm	MODULE 2: Recruitment and selection
12:00pm - 1:00pm	MODULE 3: Administration After Hiring
1:00pm - 2:00pm	Lunch Break
2:00pm - 3:30pm	MODULE 4: Training and Development
3:30pm - 3:45pm	Break
3:45pm - 5:00pm	MODULE 4: - Handling Performance Appraisal - Q&A Session
DAY 2	
8:30am - 9:00am	Registration
9:00am - 10:30am	Employment Labour Ordinance: - Labor Laws, Definition of terms - Contracts of Employment & Termination of Employment / IR 1967 - Presumption as employee & employer
10:30am - 10:45am	Break
10:45am - 1:00pm	- Principles, Contractors, Sub-contractors & Contractors for Labor - Advances, Deductions & Wages - Case Study Discussion
1:00pm - 2:00pm	Lunch Break
2:00pm - 3:30pm	Pregnancy & Maternity / Paternity Discrimination in Employment, Sexual Harassment, Forced Labor
3:30pm - 3:45pm	Break
3:45pm - 5:00pm	- Rest Day, Hours of Work & Overtime - Public Holidays, Annual Leave, Sick Leave - Q&A Session - Case study Discussion - Summary / Q&A Session

Trainer Profile



VIGNESH K VELAYUTHAN
(SNR CONSULTANT)

an experienced trainer with 25 years' leadership experience across MNCs and hospitality in Singapore, Indonesia, Switzerland and the UK. Skilled in managerial roles, project management, training and HR. A graduate of UKM (B.Econ), holder of a Postgraduate Diploma in Hospitality (HIM), and certified CIPP (AIBFM) and HRDC Time Agenda



DR. DZULZALANI BIN EDEN
(ASSOC. PROFESSOR – I-CATS)

Dr. Dzulzalani Eden has over 30 years' experience in labour & industrial relations, starting with the Malaysian Labour Department in 1990, then into academia in 2014 (UNIMAS, Sabah & Sarawak), and now Director at MEF Academy. He trains widely on labour laws, IR, conflict resolution, disciplinary management, and HR practices.

