



DRAFTING HR POLICIES & EMPLOYEE HANDBOOK

19-20 JAN 2026 | 9.00AM - 5.00PM |
MEFA TRAINING CENTER, PJ

Course Overview

This program aims to equip participants with the essential knowledge and practical skills to draft clear, consistent, and legally compliant HR policies and employee handbooks. Participants will learn how to analyze organizational needs, structure policies effectively, and align them with current employment laws and best HR practices. The course also focuses on creating user-friendly handbooks that support transparency, employee engagement, and operational efficiency. Through practical exercises, participants will develop the confidence to implement, communicate, and maintain HR policies, as well as review and update them regularly to ensure relevance, fairness, and compliance across the organization..

Course Registration :



<https://forms.office.com/r/6zpfdsNTYS>

Who Should Attend

- HR Managers and Executives
- HR Generalists and HR Administrators
- Talent Management and L&D Professionals
- SME Owners and Business Leaders
- Department Heads or Supervisors involved in policy implementation

Learning Outcomes

Participants will be able to :

1. Ability to create clear and practical HR policies.
2. Understanding of legal requirements for policy compliance.
3. Skills to structure and design an effective employee handbook.
4. Techniques for communicating and implementing policies in the workplace.
5. Knowledge to review, update, and maintain policies regularly

RM2,000

(Price Inclusive of 8% SST)

HRDC Claimable*



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Course Structure

Time	Day 1
8.30am	Registration
9.00am	Course Introduction / Ice Breaking
9.30am	Module 1 : INTRODUCTION HR POLICIES
	<ul style="list-style-type: none"> What is HR Policies Importance of HR Policies Functions of HR Policies
10.45am	Coffee Break
11.00am	Module 2 : CREATING HR POLICIES
	<ul style="list-style-type: none"> How To write HR Policies HR Policies Samples Activity – Creating HR Policies for your organization
1.00pm	Lunch Break
2.00pm	Module 3 : EMPLOYEE HANDBOOK
	<ul style="list-style-type: none"> What is the employee handbook? What are its benefits? What must be included & excluded? How to write an employee handbook? Who needs an employee handbook? How long should it be Group Discussion – Develop Handbook
3.30pm	Tea Break
3.45pm	Group Presentation – Developing Handbook
5.00pm	End Of Day 1

Time	Day 2
8.30am	Registration
9.00am	De-brief Day 1
9.30am	Module 4 : BRIEF OVERVIEW OF LEGAL FRAMEWORK IN MALAYSIA
	<ul style="list-style-type: none"> Employment laws and regulations Compliance requirements
	Module 5: POLICY ON EMPLOYEE'S MISCONDUCT
11.00am	<ul style="list-style-type: none"> Employee conduct and discipline Grievance handling and dispute resolution Leave and absenteeism Sexual harassment Employment laws and regulations
10.45am	Coffee Break
11.00am	Module 6 : UNDERSTANDING MALAYSIAN EMPLOYMENT LAWS
	<ul style="list-style-type: none"> Overview of the Employment Act 1955 and its provisions Compliance with regulations on working hours, wages, and benefits
	Module 7 : ANALYZING CASE STUDIES
1.00pm	<ul style="list-style-type: none"> Real life scenario in Malaysian context
2.00pm	Lunch Break
2.00pm	Module 8 : DRAFTING EXERCISE
	<ul style="list-style-type: none"> Hands-on practice in drafting specific policies Peer review and feedback sessions Group Discussion
3.30pm	Tea Break
3.45pm	Group Presentation / Q&A Session
4.45pm	Closing
5.00pm	End Of Training/Workshop

Trainer Profile



MUHAMMAD HAFIZ
MEF Consultant
Legal & Industrial Relations

En. Muhammad Hafiz obtained his Bachelor of Law (Honours) (L.LB) from Universiti Teknologi MARA in the year 2021. He completed his pupillage at a criminal litigation firm Messrs. Daud & Co, Johor Bahru. Upon successful completion of his pupillage, he decided to pursue his second pupillage in Kota Kinabalu at Messrs. Rakhbir Singh & Co and was admitted to the Bar in Sabah in 2024. Prior to joining MEF he also worked as an Industrial Relations Executive in two multinational Companies at Banting and Kuala Lumpur. En.Hafiz has experience in a variety of criminal cases, civil cases, syariah matters, employment matters and was part of the winning team for a few landmark cases in Sabah.

