



# HR & EMPLOYMENT LAW FOR BEGINNERS

29-30 JAN 2026 | 9.00AM - 5.00PM  
| MEFA TRAINING CENTER, PJ

## Course Overview

The main objectives of this Human Resources Beginner course is to equip participants with the fundamental functions and responsibilities of the HR department and familiarize them with best practices and approaches in the implementation of HRM at the workplace. This includes the ability to implement an effective recruitment and selection process, from crafting job postings to conducting interviews and designing effective onboarding programs. This course will further expose participants on the important sections of the Employment Laws and Regulations. Focus will be given to the Employment Act 1955 and the latest amendments as well as important sections of the Industrial Relations Act 1967.

## 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 :



**RM2,000**

(Price Inclusive of 8% SST)  
HRDC Claimable\*

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



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

## Course Structure

Time	Agenda
<b>DAY 1</b>	
8:30am - 9:00am	Registration
9:00am - 10:30am	<b>MODULE 1:</b> <ul style="list-style-type: none"> <li>• UNDERSTANDING HUMAN RESOURCES</li> </ul>
10:45am - 11:00am	Break
11:00am - 12:00pm	<b>MODULE 2:</b> <ul style="list-style-type: none"> <li>• Recruitment and selection</li> </ul>
12:00pm - 1:00pm	<b>MODULE 3:</b> <ul style="list-style-type: none"> <li>• Administration After Hiring</li> </ul>
1:00pm - 2:00pm	Lunch Break
2:00pm - 3:30pm	<b>MODULE 4:</b> <ul style="list-style-type: none"> <li>• Training and Development</li> </ul>
3:30pm - 3:45pm	Break
3:45pm - 5:00pm	<b>MODULE 4:</b> <ul style="list-style-type: none"> <li>• Handling Performance Appraisal</li> <li>• Q&amp;A Session</li> </ul>
<b>DAY 2</b>	
8:30am - 9:00am	Registration
9:00am - 10:30am	<b>EMPLOYMENT ACT 1955:</b> <ul style="list-style-type: none"> <li>• Employment Act 1955 Labor Laws, Definition of terms</li> <li>• Contracts of Employment &amp; Termination of Employment / IR 1967</li> <li>• Presumption as employee &amp; employer</li> </ul>
10:45am - 11:00am	Break
11:00am - 1:00pm	<ul style="list-style-type: none"> <li>• Principles, Contractors, Sub?contractors &amp; Contractors for Labor</li> <li>• Advances, Deductions &amp; Wages</li> <li>• Case Study Discussion</li> </ul>
1:00pm - 2:00pm	Lunch Break
2:00pm - 3:30pm	<ul style="list-style-type: none"> <li>• PREGNANCY &amp; MATERNITY / PATERNITY DISCRIMINATION IN EMPLOYMENT, SEXUAL HARASSMENT, FORCED LABOR</li> </ul>
3:30pm - 3:45pm	Break
3:45pm - 5:00pm	<ul style="list-style-type: none"> <li>• Rest Day, Hours of Work &amp; Overtime</li> <li>• Public Holidays, Annual Leave, Sick Leave</li> <li>• Q&amp;A Session</li> <li>• Case study Discussion</li> <li>• Summary / Q&amp;A Session</li> </ul>

## Trainer Profile



### VIGNESH K VELAYUTHAN (TRAINING 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



### KIRANRAJ SEKAR (IR CONSULTANT)

An employment & commercial law specialist delivering strategic legal solutions. Bachelor of Laws (Hons) from University Malaya and Master of Human Resource Law (Distinction) from UUM. Trusted advisor in compliance and disputes, with litigation experience from Industrial Court to Federal Court handling employment, contracts, terminations, regulatory matters.

