



HR & EMPLOYMENT ACT FOR BEGINNERS

23-24 July 2025 | 9.00AM - 5.00PM | MEF ACADEMY TRAINING CENTRE (PJ)

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 human resource management 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 Personne
- Compliance Officers
- Line Managers / Supervisors
- Talent Acquisition Staff
- Fresh Graduate (HR Competency)

Learning Outcomes

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

Course Registration

<https://forms.office.com/r/4AtgLayUM0>



RM 1900*

(Price Inclusive of 8% SST)

*Course fee is claimable under HRDC.



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Course Structure

Time	Agenda – Day 1
8.30am	Registration
9.00am	Course Introduction / Ice Breaking
9.30am	MODULE 1 : Understanding Human Resources
10.45am	Coffee Break
11.00am	MODULE 2 : Recruitment And Selection
12.00pm	MODULE 3 : Administration After Hiring
1.00pm	Lunch Break
2.00pm	MODULE 4 : Training And Development
3.30pm	Tea Break
3.45pm	MODULE 5 : Handling Performance Appraisal
4.45pm	Summary / Q&A Session
5.00pm	Session End

Time	Agenda - Day 2
8.30am	Registration
9.00am	Employment Act 1955 <ul style="list-style-type: none"> • Labor Laws, Definition of terms • Contracts of Employment & Termination of Employment / IR 1967 • Presumption as employee & employer
10.30am	Coffee Break
10.45am	<ul style="list-style-type: none"> • Principles, Contractors, Sub-contractors & Contractors for Labor • Advances, Deductions & Wages • Case Study Discussion
1.00pm	Lunch Break
2.00pm	<ul style="list-style-type: none"> • Pregnancy & Maternity / Paternity • Discrimination in Employment, Sexual Harassment, Forced Labor
3.30pm	Tea Break
3.45pm	<ul style="list-style-type: none"> • Rest Day, Hours of Work & Overtime • Public Holidays, Annual Leave, Sick Leave • Case Study Discussion
4.45pm	Summary / Q&A Session
5.00pm	Session End

Trainer Profile



VIGNESH K VELAYUTHAN

A dynamic and result oriented trainer with 25 years of experience in a leadership position in the MNC & Hospitality industry. He carries wide experience & knowledge gained from working in various countries such as Singapore, Indonesia, Switzerland & UK. He articulates various managerial positions, project management, trainings & HR Skills in manufacturing and hospitality industries. Graduated from Universiti Kebangsaan Malaysia (B.Econs) and Post Graduate Hospitality Management (PGD) from HIM, Switzerland, he is also a Certified CIPP (AIBFM) & HRDC Certified.



KIRAN RAJ

Kiranraj Sekar - An expert in employment and commercial law. He delivers strategic legal solutions with precision and clarity. Holding a Bachelor of Laws (Hons) from Universiti Malaya (UM) and a Master of Human Resource Law (Distinction) from Universiti Utara Malaysia (UUM), he is a trusted advisor in regulatory compliance and employment disputes. He began his legal journey at Messrs. Presgrave & Matthews, gaining invaluable experience in civil and commercial litigation. His career progressed as a Senior Legal Associate at Messrs. Esther Ong Tengku Saiful & Sree, where he further honed his skills in employment law and contract disputes. Over the years, he has appeared in courts ranging from the Industrial Court to the Federal Court, advocating for fair and effective resolutions in employment disputes, contract terminations, and regulatory compliance matters.