



# HR & LABOUR ORDINANCE FOR BEGINNERS (KK, SABAH)

28-29 July 2025 | 9.00AM - 5.00PM | MEF ACADEMY TRAINING CENTRE (KK, Sabah)

*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 Labour 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

**RM 1800\***

(Price Inclusive of 8% SST)

\*Course fee is claimable under HRDC.

## Course Registration

<https://forms.office.com/r/GmeN7k8tVN>



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03-7498 7242 / 016 - 254 1844

## Course Structure

| Day 1 (Time) | Agenda                                    |
|--------------|---|
| 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                               |

| Day 2 (Time) | Agenda  |
|--------------|---|
| 8.30am       | Registration  |
| 9.00am       | Employment Labor Ordinance <ul style="list-style-type: none"> <li>• 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> |
| 10.30am      | Coffee Break  |
| 10.45am      | <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       | Lunch Break   |
| 2.00pm       | <ul style="list-style-type: none"> <li>• Pregnancy &amp; Maternity / Paternity</li> <li>• Discrimination in Employment, Sexual Harassment, Forced Labor</li> </ul>  |
| 3.30pm       | Tea Break   |
| 3.45pm       | <ul style="list-style-type: none"> <li>• Rest Day, Hours of Work &amp; Overtime</li> <li>• Public Holidays, Annual Leave, Sick Leave</li> <li>• Case Study Discussion</li> </ul>  |
| 4.45pm       | Summary / Q&A Session   |
| 5.00pm       | Session End   |

## Trainer Profile



**VIGNESH K VELAYUTHAN**  
(Snr Training Consultant)

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.



**ASH SAHIMUN**  
(Training Consultant)

Mr Asaraf Sahimun or Ash for short is a law graduate with a Master's degree in Criminal Justice from Universiti Malaya (UM), following his law degree from HELP University, KL. His robust legal background has paved the way for various roles, from HR Officer to HR and Admin Manager, before he stepped into his current position at MEF as an Industrial Relations Consultant. Ash's corporate experience spans multinational corporations (MNC), publicly listed companies, and also SME. His unique blend of legal insight and HR expertise is crucial in helping clients to skilfully navigate the complex landscape of employment law in today's demanding corporate world. He is also a certified Train-The-Trainer (TTT) and has conducted several trainings in Sabah and also in Sarawak on various HRM and employment law topics.