



HR & EMPLOYMENT LAW FOR BEGINNERS (MELAKA)

8-9 Oct 2025 | 9.00AM - 5.00PM | MEF TRAINING CENTRE (MELAKA)

Objective

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

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/tu3vvygtS0>



RM 1500*

(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 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.



MUHD ZULFADLEE THYE ABDULLAH CONSULTANT - LEGAL & INDUSTRIAL RELATIONS

Mr. Zulfadlee Thye, widely known as Zul Thye, is an Industrial Relations (IR) Consultant currently with the Malaysian Employers Federation (MEF), based in the Melaka Branch. With over 24 years of dedicated experience in union movements and industrial relations across Malaysia, Mr. Zul Thye brings a wealth of knowledge and practical expertise to his role, focusing on employer-employee relations, labour law compliance, and dispute resolution.

Whereas at the Malaysian Trades Union Congress (MTUC) Mr. Zul Thye as the Industrial Relations Officer, played a pivotal role in advocating for workers' rights, managing cases at the Department of Labour, Department of Industrial Relations, and Labour Court. His contributions included mediation, case preparation, and representation, significantly impacting worker protections in Malaysia. In the Leadership and Advocacy in Union Movements, Mr Zul Thye was a President of a multinational electronics company's union for 11 years, steering critical initiatives and union strategies..

