



# HR & LABOUR ORDINANCE FOR BEGINNERS (KUCHING, SARAWAK)

**30-31 Oct 2025 | 9.00AM - 5.00PM i-CAT University**

## Objective

*The main objectives of this Human Resources beginner course are to help participants understand the fundamental functions and responsibilities of the HR department and familiarize them with key HR terms and concepts. This includes the ability to implement an effective recruitment and selection process, from crafting job postings to conducting interviews, and developing skills in designing effective onboarding programs.*

*Additionally, this course will expose participants to the latest applications of employment laws and regulations to ensure compliance at the workplace, including the Sarawak Labour Ordinance. The course will also highlight some key points on the latest amendment based on the provisions of Employment Act 1955 as enforced in Peninsular Malaysia*

## 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
1. Implementing Performance Management Systems

**RM 1,500\***

(Price Inclusive of 8% SST)

\*Course fee  
is claimable  
under HRDC.

## Course Registration

<https://forms.office.com/r/T7T9hFMgKP>



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03-7498 7242 / 016 - 254 1844

## 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 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 (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.



### DR. DZULZALANI BIN EDEN (Assoc. Professor – i-CATS )

With over 30 years of expertise in labour and industrial relations, Dr. Dzulzalani Eden has held key roles in enforcement, labour law amendments, consulting, and academia. He has conducted extensive training across Sarawak, Sabah, and West Malaysia, covering labour laws, industrial relations, conflict resolution, disciplinary management, and human resource management. He began his career in 1990 with the Labour Department and the Ministry of Human Resources in Putrajaya. In 2014, he transitioned into academia, specializing in industrial relations and human resource management at UNIMAS. Upon retiring from government service, he joined the Malaysian Employers Federation (MEF) as a Senior Consultant and was later promoted to Director of its academy.

