



Termination of Employment

26 June 2025 | 9.00AM - 5.00PM | MEF ACADEMY PETALING JAYA

The economic challenges have put considerable financial and operational pressure on many employers. In response, organizations may need to adjust the size of their workforce, which could include employee terminations. It is crucial that these processes are managed with care and professionalism to uphold fairness, comply with legal requirements, and maintain the organization's integrity.

This course has been designed to identify the different types of termination of employment. Participants will be exposed to the proper procedures that must be adopted in dealing with different situations. Specific cases dealt by the Industrial Court and identifying the pitfalls during the termination process will also be discussed

Who Should Attend

- Human Resource Management
- Personnel assisting with human resource (HR) and industrial relations (IR) administration
- Line Managers / Supervisors
- Legal and Compliance Staff

Learning Outcomes

- Understand legal and ethical responsibilities during termination
- Identify valid grounds and proper procedures for termination
- Communicate terminations clearly and professionally
- Manage employee reactions and provide support resources
- Reduce legal risks through proper documentation and processes

Course Registration



RM 1200.00*

(Price Inclusive of 8% SST)

*Course fee is claimable under HRDC.

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



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Trainer Profile



Sacha is a HRDC certified trainer. She was called to the bar as an advocate and solicitor after obtaining a Second Upper LLB (Hons) from the University of Hertfordshire and the Certificate in Legal Practice from LPQB. Thereafter, Sacha obtained a Masters in Law from Nottingham Trent University and commenced practice in general litigation, employment law and industrial relations before joining MEF as a Consultant- Industrial Relations. Sacha has experience appearing in numerous civil courts, the Industrial Court, Labour Court and various governmental departments, representing a diverse clientele ranging from individuals to public listed companies. She also has experience in litigious matters as well as dispensing advice on a host of employment law-related matters.

Course Structure

DAY 1	Time	Agenda
Module 1	9am – 10.30 am	<ul style="list-style-type: none">• Basis for termination of Employment:• Dismissal for misconduct• Fixed term contract issues
	10:30am – 10:45 am	<ul style="list-style-type: none">• Tea break
Module 2	10:45 am – 1pm	<ul style="list-style-type: none">• Retrenchment -Overview of process and procedures• Retirement• Constructive dismissal• Poor performance issues
	1:00 pm – 2:00 pm	<ul style="list-style-type: none">• Lunch
Module 3	2pm – 5pm (15 min break in between)	<ul style="list-style-type: none">• Frustration of Contract on Medical Grounds• Resignation• Dismissal for misconduct• VSS• Retirement etc.

