



HR & EMPLOYMENT LAW FOR BEGINNERS

DATE : 25-26 JUNE 2025

VENUE : MEF ACADEMY CENTER (PJ)
Phileo Damansara, Sek 16

FEES : RM 1,800 per-person *(inclusive of 8% SST)*

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For further information, please contact;

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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.

Additionally, this course will 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.

Target Audience

- HR Personnel who have not had any formal training
- Non-HR personal interested in pursuing career in HR
- Fresh Graduates in HR functions

Methodology

- Lectures
- Individuals and group discussions
- Presentation
- On-Line interactive activities

Participants will be given access to MEF Academy GOOGLE CLASSROOM to download training materials, case studies and employment law.

OUTLINE

TIME	Day 1 (HUMAN RESOURCES MANAGEMENT – HRM)
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	Day 2 (EMPLOYMENT LAW)
8.30am	Registration
9.00am	Employment Act 1955 <ul style="list-style-type: none">• Scope Of Labor Laws, Definition of terms• Contracts of Employment & Termination of Employment• Presumption as to who is an employee & employer Termination of Employment under Industrial Relation Act 1967
10.30am	Coffee Break
10.45am	<ul style="list-style-type: none">• Principles, Contractors, Sub-contractors & Contractors for Labor• Advances, Deductions & Payment of 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



TRAINERS PROFILE



MR JUSTIN LEE - (MEF Principal Consultant – Industrial Relations)

Justin graduated with an LLB (Hons) from Cardiff University, United Kingdom, before returning to Malaysia to earn his Certificate of Legal Practice in 1998. He was admitted as an Advocate and Solicitor of the High Court of Malaya in 1999 and thereafter, in the proceeding years, embarked into practicing various areas of the law, including litigation, corporate and conveyancing matters. He also practiced law in Singapore for 8 years by obtaining his Graduate Diploma in Singapore Law from the National University of Singapore and being admitted as an Advocate and Solicitor of the Supreme Court of Singapore in 2010. Subsequently, he was engaged as Senior Industrial Relations Consultant in a specialist consultancy firm. Justin has advised and represented organizations and individuals on a wide range of employment matters including industrial / labour court matters, conciliation meetings, termination of employment, constructive dismissal, Mutual Separation Schemes, poor performance, transfers, secondment, retrenchment, reorganization and restructuring exercises, employment documentation (contracts, appointment letters, show cause letters, notice of inquiry, dismissal letters, Performance Improvement Plan etc.), preparation of legal opinions, employment handbook, drafting policies (including sexual harassment, disciplinary procedure etc.), providing training on topics relating to employment laws in Malaysia, preparing companies to conduct domestic inquiry (including providing training for prosecutors / panel members), Voluntary Separation Schemes, medical board out, etc.

VIGNESH KV (MEFA Consultant - Training)

Mr Vignesh Velayuthan is 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. He has an innate sense of task prioritization, managerial aptitude, training & development and result oriented attitude towards accelerating organizational growth in a competitive environment. He has substantial work experience in several big industries such as semiconductor, electronics & hospitality at an operations management level and People relation/management. His wealth of experience has given him great insights and firsthand experience in People Management, Operations & Quality Management for thousands of employees. He is also very well versed in ISO management has conducted many in-house trainings related to these industries. For the past 10 years, Mr Vignesh has been conducting trainings actively and received an excellent track record on emphasis his structured training & assessment approach.