



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

23-24 Sep 2025 | 9.00AM - 5.00PM

MEF TRAINING CENTER (Kuching S'wak)

*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

## Course Registration



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

**RM 1800\***

(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 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.



**DR.DZULZALANI BIN EDEN**  
(Assoc. Professor)

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.

