



# TERMINATION OF EMPLOYMENT

11 SEPT. 2025 | 9.00AM - 5.00PM | MEF PENANG BRANCH

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/Hm3pQvRuXz>



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# Course Structure

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

