



HR & EMPLOYMENT LAW FOR BEGINNERS (PENANG)

8-9 Sep 2025 | 9.00AM - 5.00PM |
MEF ACADEMY TRAINING CENTRE (Penang)

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 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.

Who Should Attend

- Human Resource Personnel
- 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

RM 1900*

(Price Inclusive of 8% SST)

*Course Fee Is
Claimable Under
HRDC.

Course Registration



<https://forms.office.com/r/s7cing0WD8>



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03-7498 7242 / 016 - 254 1844

Course Structure

Day 1 (Time)	Agenda
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

Day 2 (Time)	Agenda
8.30am	Registration
9.00am	Employment Act 1955 <ul style="list-style-type: none"> • Labor Laws, Definition of terms • Contracts of Employment & Termination of Employment / IR 1967 • Presumption as employee & employer
10.30am	Coffee Break
10.45am	<ul style="list-style-type: none"> • Principles, Contractors, Sub-contractors & Contractors for Labor • Advances, Deductions & 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

Trainer Profile



VIGNESH K VELAYUTHAN
(MEFA 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 SARAVANAN PATRICK
(IR Consultant)

Ir. Dr. Saravanan Nathan Lurudusamy is an HRDC certified and accredited trainer and degree holder in law (Bachelors of Jurisprudence) from Universiti Malaya and has been passionate about legal issues on company, industrialization and commercial transactions. For the past 20 years, he has been delivering technical training and academic courses in the area of Technology related courses for various institutions such as private companies, colleges and universities, targeted for adult learners. He has also written numerous papers which have been published in journals and has attended conferences at both local and international levels. He has completed his Ph.D. in the field of Technology Management in Universiti Sains Malaysia (USM), Penang, Malaysia and has been serving as research consultants for special projects under government of Malaysia as well as independent projects.

