



# HR & LABOUR ORDINANCE (SARAWAK) FOR BEGINNERS

20-21 APRIL 2026 | 9.00AM - 5.00PM | LOT 10 (BOUTIQUE HOTEL), KUCHING SARAWAK

## Course Overview

The main objectives of this Human Resources beginner course are to help participants understand the fundamental functions and responsibilities of the HR department and familiarize them with key HR terms and concepts. This includes the ability to implement an effective recruitment and selection process, from crafting job postings to conducting interviews, and developing skills in designing effective onboarding programs.

Additionally, this course will expose participants to the latest applications of employment laws and regulations to ensure compliance at the workplace, including the Sarawak Labour Ordinance. The course will also highlight some key points on the latest amendment based on the provisions of Employment Act 1955 as enforced in Peninsular Malaysia

## Who Should Attend

- All Department Leaders
- Executives
- Line Manager / Supervisors
- Legal & Compliance Staff

## Learning Outcomes

- Understanding Core HR Functions
- Developing Effective Recruitment and Selection Strategies
- Ensuring Legal Compliance & Ethical Practices
- Implementing Performance Management Systems

### Course Registration :



**COMPLIMENTARY**  
**Sarawak LO Book (MEF)**



**RM1,800\***

(Price Inclusive of 8% SST)

HRDC Claimable\*

<https://forms.office.com/r/JV7ApjiVEz>



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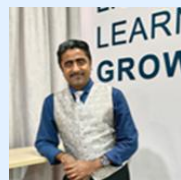
03-7498 7242 / 016 - 254 1844



## Course Structure

## Trainer Profile

Time	Agenda – Day 1
8.30am	Registration
9.00am	Course Introduction / Ice Breaking
9.30am	MODULE 1 : Understanding Human Resources (Overview)
10.45am	Coffee Break
11.00am	MODULE 2 : Recruitment And Selection
12.00pm	MODULE 3 : Administration After Hiring (On-Boarding)
1.00pm	Lunch Break
2.00pm	MODULE 4 : Training And Development (TNA)
3.30pm	Tea Break
3.45pm	MODULE 5 : Handling Performance Appraisal
4.45pm	Summary / Q&A Session
5.00pm	Session End



**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.

Time	Agenda – Day 2
8.30am	Registration
9.00am	<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, Work Hours &amp; Overtime</li> <li>• Public Holidays, Annual &amp; Sick Leave</li> </ul>
4.45pm	• Case Study Discussion
5.00pm	Summary / Q&A Session



**PHANG PIN**  
(IR Training Consultant)

Mr. Phang Pin is a Senior Assistant Director at the Department of Labour Sarawak, currently serving in the Enforcement Division. He holds a Bachelor of Science in Human Resource Development from Universiti Putra Malaysia and is well versed in labour and employment matters. He has been actively involved in conducting training sessions and delivering briefings for government agencies, private organizations, and academic institutions since 2005

