



# HR & EMPLOYMENT LAW FOR BEGINNERS

28-29 APRIL 2026 | 9.00AM - 5.00PM

MEFA TRAINING CENTER, PJ

## Course Overview

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 HRM 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

## Learning Outcomes

*Participants will be able to :*

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

## Course Registration :



**RM2,600\***

(Price Inclusive of 8% SST)  
HRDC Claimable\*

<https://forms.office.com/r/cbjULUs3mz>



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## Course Structure

Time	Agenda
<b>DAY 1</b>	
8:30am - 9:00am	Registration
9:00am - 10:30am	<b>MODULE 1:</b> • UNDERSTANDING HUMAN RESOURCES
10:45am - 11.00am	Break
11:00am - 12.00pm	<b>MODULE 2:</b> • Recruitment and selection
12:00pm - 1:00pm	<b>MODULE 3:</b> • Administration After Hiring
1.00pm - 2.00pm	Lunch Break
2:00pm - 3:30pm	<b>MODULE 4:</b> • Training and Development
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	<b>MODULE 4:</b> • Handling Performance Appraisal • Q&A Session
<b>DAY 2</b>	
8:30am - 9:00am	Registration
9:00am - 10:30am	<b>EMPLOYMENT ACT 1955:</b> • Employment Act 1955 Labor Laws, Definition of terms • Contracts of Employment & Termination of Employment / IR 1967 • Presumption as employee & employer
10:45am - 11.00am	Break
11:00am - 1.00pm	• Principles, Contractors, Sub?contractors & Contractors for Labor • Advances, Deductions & Wages • Case Study Discussion
1.00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	• PREGNANCY & MATERNITY / PATERNITY DISCRIMINATION IN EMPLOYMENT, SEXUAL HARASSMENT, FORCED LABOR
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	• Rest Day, Hours of Work & Overtime • Public Holidays, Annual Leave, Sick Leave • Q&a Session • Case study Discussion • Summary / Q&A Session

## Trainer Profile



**VIGNESH K VELAYUTHAN**  
**(CONSULTANT- TRAINING)**

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.



**MOHAMED NASHARUDDIN**  
**(CONSULTANT - LEGAL & IR)**

Mr. Nash is an Advocate and Solicitor of the High Court of Malaya, admitted in August 2020. He holds an LL.B (Hons) from Universiti Teknologi MARA, a Postgraduate Diploma in Syariah Law and Practice, and is currently pursuing his LL.M at Universiti Malaya. He serves as a Legal and Industrial Relations Consultant with strong expertise in Malaysian employment law, dispute resolution, and organizational risk management. Mr. Nash has advised organizations across diverse industries including production, banking, healthcare, and aviation. His professional experience includes collective bargaining, union negotiations, conciliation proceedings, consequence management, and Industrial Court representation. Known for his pragmatic, solution-oriented approach, he delivers fair, compliant, and sustainable outcomes that strengthen employer-employee relations..

