



HR & EMPLOYMENT LAW FOR BEGINNERS

4-5 AUG 2026 | 9.00AM - 5.00PM

CITITEL HOTEL PENANG

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
- SME/Micro company owners

Learning Outcomes

Participants will be able to :

- Understanding Core HR Functions.
- Developing Effective Recruitment and Selection Strategies
- Ensuring Legal Compliance and Ethical Practices are align with company policy.
- Learn to manage workplace compliances, and protect the rights of both parties in the employment relationship

Course Registration :



RM2,000*

(Price Inclusive of 8% SST)

HRDC Claimable*

<https://forms.cloud.microsoft/r/uyLZk5U0xg>



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Course Structure

Trainer Profile

Time	Agenda
DAY 1	
8:30am - 9:00am	Registration
9:00am - 10:30am	MODULE 1 : • UNDERSTANDING HUMAN RESOURCES
10:45am - 11.00am	BREAK
11:00am - 12.00pm	MODULE 2 : • RECRUITMENT AND SELECTION
12:00pm - 1:00pm	MODULE 3 : • ADMINISTRATION AFTER HIRING
1.00pm - 2.00pm	LUNCH BREAK
2:00pm - 3:30pm	MODULE 4 : • TRAINING AND DEVELOPMENT
3.30pm - 3.45pm	BREAK
3.45pm - 5:00pm	MODULE 4 : • HANDLING PERFORMANCE APPRAISAL • Q&A SESSION
DAY 2	
8:30am - 9:00am	Registration
9:00am - 10:30am	EMPLOYMENT ACT 1955: • 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



VIGNESH KV
(MEF 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.



SHALANI DEVI
MEF PRINCIPAL CONSULTANT
(LEGAL & INDUSTRIAL RELATIONS)

Shalani Devi Shalani Devi was called to the Malaysia Bar in 1997 and practised in various areas of law before joining the Malaysian Employers Federation (MEF) in 2007. She worked with Mr. William, former Director of the Industrial Department, and later headed the Northern Region until 2016, when she established Shalani Devi & Co.. She continued handling Industrial and Labour Law matters, representing companies, claimants, and the Malaysian Trades Union Congress in appeals up to the Federal Court. She is also a registered HRDF trainer and certified Japan NTP trainer with AOTS.

