HR & EMPLOYMENT LAW FOR BEGINNERS

9-10 DEC 2026 | 9.00AM - 5.00PM

GRAND PARAGON HOTEL, JOHOR BAHRU

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.
- Implementing Performance Management Systems.

Course Registration :

https://forms.office.com/r/zSJ7iWU2GD

RM2,000*

(Price Inclusive of 8% SST)

HRDC Claimable*

adminmefa@mef.org.my

03-7498 7242 / 016 - 254 1844

Course Structure

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

Trainer Profile



VIGNESH K VELAYUTHAN
(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.



NOOR AISHAH
(MEF SNR CONSULTANT - LEGAL & IR)

Ms. Ms. Noor Aishah holds a Bachelor of Laws from Universiti Teknologi MARA and a Master of Laws from Universiti Kebangsaan Malaysia. She is an Advocate and Solicitor of the High Court in Malaya. Starting her career in 2008 at Attorney General's Chambers of Malaysia as a Deputy Public Prosecutor, she later advised government agencies and enforcement bodies. With over 17 years of legal experience, she has managed cases involving sexual offences, commercial crimes and corruption. In the private sector, she provides legal advisory services on litigation, contractual disputes, workplace misconduct, collective agreements and trade unions.

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