



TERMINATION OF EMPLOYMENT

11 NOV 2026 | 9.00AM - 5.00PM | MEF ACADEMY, PJ

Course Overview

The economic challenges have put considerable financial and operational pressure on many employers. In response, organizations may need to adjust the size of their workforce, which could include employee terminations. It is crucial that these processes are managed with care and professionalism to uphold fairness, comply with legal requirements, and maintain the organization's integrity. This course has been designed to identify the different types of termination of employment. Participants will be exposed to the proper procedures that must be adopted in dealing with different situations. Specific cases dealt by the Industrial Court and identifying the pitfalls during the termination process will also be discussed

Who Should Attend

- Human Resource Management
- Line manager
- IR Personnel
- Supervisors

Learning Outcomes

- Understand legal and ethical responsibilities during termination
- Identify valid grounds and proper procedures for termination
- Communicate terminations clearly and professionally
- Manage employee reactions and provide support resources
- Reduce legal risks through proper documentation and processes

Course Registration :



<https://forms.office.com/r/Pc4SYyGtaf>

RM1,000*

(Price Inclusive of 8% SST)
HRDC Claimable*

Course Structure

Time	Agenda
9am - 10:30am	MODULE 1 : • Basis for Termination of Employment • Dismissal for Misconduct • Fixed term Contract Issues
10.30am - 10:45am	Break
10:45am - 1.00pm	MODULE 2 : • Retrenchment -Process & Procedures • Retirement • Constructive Dismissal • Poor Performance Issues
1.00pm - 2.00pm	Lunch Break
2.00pm - 4.00pm (15 min break in between)	MODULE 3 : • Frustration of Contract on Medical Grounds • Resignation • Dismissal for misconduct • VSS
4.00pm - 5.00pm	MODULE 4: • Common Pitfalls to Avoid • Case Study • Proper Filing of Documentations • Conclusion
5.00pm	Session Ends

Trainer Profile



SACHA MARIA ALOYOUS ALFRED

In 2014, Sacha achieved a Second Upper LLB (Hons) from the University of Hertfordshire and went on to obtain the Certificate in Legal Practice. Whilst doing so, she completed internships at Dennis Nik & Wong, Raja Darryl & Loh and Adnan Sundra & Low, besides working as a paralegal in Raja Darryl & Loh. Engaging actively in mooting throughout her university tenure, Sacha won all the competitions she signed up for in her final year, eventually being titled the "best mooter". She then completed her pupillage at Azim Tunku Farik & Wong in 2018 and was called to the Bar in January 2019 as an advocate and solicitor. Sacha commenced practice in general litigation, employment law and industrial relations at a boutique firm in KL before joining Dharmen Sivalingam & Partners in 2020, practicing in these areas as well as others. In doing so, she has been actively involved in representing companies of all sizes.