

# HR & EMPLOYMENT LAW FOR BEGINNERS

25-26 JUNE 2026 | 9.00AM - 5.00PM  
CRYSTAL CROWN HOTEL, 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.

## Course Registration :



## Who Should Attend

- Human Resource Personnel
- Compliance Officers
- Line Managers / Supervisors
- Talent Acquisition Staff
- Fresh Graduates

## 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.

**RM2,600 \***

(Price Inclusive of 8% SST)

HRDC Claimable\*

<https://forms.cloud.microsoft/r/fw0i9ZYABM>



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

## COURSE STRUCTURE

Time	Agenda
<b>DAY 1</b>	
8:30am - 9:00am	Registration
9:00am - 10:30am	<b>MODULE 1 :</b> <ul style="list-style-type: none"> <li>• Understanding Human Resources</li> <li>• Skills, Roles &amp; Responsibilities</li> </ul>
10:45am - 11.00am	Break
11:00am - 12.00pm	<b>MODULE 2 :</b> <ul style="list-style-type: none"> <li>• Recruitment and selection</li> <li>• Interview Process</li> </ul>
12:00pm - 1:00pm	<b>MODULE 3 :</b> <ul style="list-style-type: none"> <li>• Administration After Hiring</li> <li>• HR Policies</li> </ul>
1.00pm - 2.00pm	Lunch Break
2:00pm - 3:30pm	<b>MODULE 4 :</b> <ul style="list-style-type: none"> <li>• Training and Development Process</li> <li>• Importance &amp; Benefits</li> </ul>
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	<b>MODULE 5 :</b> <ul style="list-style-type: none"> <li>• Handling Performance Appraisal</li> <li>• Challenges Trend in HRM</li> <li>• Work Life Balance</li> <li>• Q&amp;A Session</li> </ul>
<b>DAY 2</b>	
8:30am - 9:00am	Registration
9:00am - 10:30am	<b>EMPLOYMENT ACT 1955:</b> <ul style="list-style-type: none"> <li>• Employment Act 1955 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>
10:45am - 11.00am	Break
11:00am - 1.00pm	<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 - 2.00pm	Lunch Break
2.00pm - 3:30pm	<ul style="list-style-type: none"> <li>• PREGNANCY &amp; MATERNITY / PATERNITY DISCRIMINATION IN EMPLOYMENT, SEXUAL HARASSMENT, FORCED LABOR</li> </ul>
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	<ul style="list-style-type: none"> <li>• Rest Day, Hours of Work &amp; Overtime</li> <li>• Public Holidays, Annual Leave, Sick Leave</li> <li>• Q&amp;a Session</li> <li>• Case study Discussion</li> <li>• Summary / Q&amp;A Session</li> </ul>

## TRAINER PROFILE



### VIGNESH K VELAYUTHAN (TRAINING CONSULTANT)

Mr. Vignesh Velayuthan is an experienced training consultant with 25 years in leadership roles across multinational and hospitality industries in countries including Singapore, Indonesia, Switzerland, and the UK. He holds a degree in Economics from UKM and a postgraduate qualification in Hospitality Management from Switzerland, along with a CIPP certification. His expertise spans people management, HR practices, team building, and ISO workplace safety. For over a decade, he has delivered structured, results-oriented training to employees at all levels. Known for his engaging style, he is highly regarded for motivating participants and enhancing organizational effectiveness through practical, experience-based learning.



### JUSTIN LEE (PRACTISING LAWYER)

Mr. Justin is a qualified lawyer with an LLB (Hons) from Cardiff University and was admitted as an Advocate and Solicitor in Malaysia in 1999. He later practiced in Singapore for eight years after qualifying there in 2010. With extensive legal experience in litigation, corporate, and conveyancing matters, he specializes in employment and industrial relations. As a Senior Industrial Relations Consultant, he advises on labour disputes, termination, restructuring, policies, and conducts training on employment law and workplace practices.

