



TERMINATION OF EMPLOYMENT

27 AUG 2026 | 9.00AM - 5.00PM | ONLINE

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
- Legal & Compliance
- Supervisors

Learning Outcomes

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

Course Registration :



<https://forms.cloud.microsoft/r/dhjFTajV2b>

RM800.00*

(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
10.30 - 10:45am	Break
10:45- 1.00pm	MODULE 2: - Retrenchment -Overview of process and procedures - Retirement - Constructive dismissal - Poor performance issues
1.00 - 2.00pm	Lunch Break
2.00 - 4.00pm (15 min break in between)	MODULE 3: - Frustration of Contract on Medical Grounds - Resignation - Dismissal for misconduct - VSS - Retirement etc.
4.00 - 5.00pm	MODULE 4: - Case studies on past successful and unsuccessful terminations - Pitfalls to be aware about - Group discussion on the do's and don't's of termination

Trainer Profile



**MUHAMMAD AIMAN
FIRDAUS B NOOR AZMAN**

En Aiman obtained his Bachelor of Laws (LL.B) from the National University of Malaysia (UKM) and is currently pursuing his Master of Laws (LL.M) at the same institution besides enrolling in ESG Certified Training.

Throughout his career, Muhammad Aiman Firdaus has gained extensive experience in civil litigation, labour disputes and Industrial Court proceedings which he is also an expert in policy development and contract drafting. Aiman has actively represented clients, including employers in conciliation proceedings, collective agreement negotiations and Industrial Court hearings, demonstrating a deep understanding of statutory compliance and practical human resource management.