



# TERMINATION OF EMPLOYMENT

4 JUN 2026 | 9.00AM - 5.00PM | MEF ACADEMY

## 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.office.com/r/CQZCuYYcm8>

**RM1,000.00\***

(Price Inclusive of 8% SST)

HRDC Claimable\*

## Course Structure

Time	Agenda
9am - 10:30am	<b>MODULE 1 :</b> <ul style="list-style-type: none"> <li>• Basis for termination of Employment:</li> <li>• Dismissal for misconduct</li> <li>• Fixed term contract issues</li> </ul>
10.30 - 10:45am	Break
10:45 - 1.00pm	<b>MODULE 2 :</b> <ul style="list-style-type: none"> <li>• Retrenchment -Overview of process and procedures</li> <li>• Retirement</li> <li>• Constructive dismissal</li> <li>• Poor performance issues</li> </ul>
1.00 - 2.00pm	Lunch Break
2.00 - 4.00pm (15 min break in between)	<b>MODULE 3 :</b> <ul style="list-style-type: none"> <li>• Frustration of Contract on Medical Grounds</li> <li>• Resignation</li> <li>• Dismissal for misconduct</li> <li>• VSS</li> <li>• Retirement etc.</li> </ul>
4.00 - 5.00pm	<b>MODULE 4 :</b> <ul style="list-style-type: none"> <li>• Case studies on past successful and unsuccessful terminations</li> <li>• Pitfalls to be aware about</li> <li>• Group discussion on the do's and dont's of termination</li> </ul>

## Trainer Profile



**MUHAMMAD HAFIZ BIN AWANG SATIAH**

En. Muhammad Hafiz holds a Bachelor of Laws (Honours) (LL.B) from Universiti Teknologi MARA (2021). He was admitted as an Advocate and Solicitor of the High Court of Malaya in 2022 and as an Advocate of the High Court in Sabah and Sarawak, in the State of Sabah in 2024. He began his legal career as a pupil-in-chambers at Messrs. Daud & Co., Johor Bahru. He later broadened his legal exposure to East Malaysia by completing a second pupillage at Messrs. Rakhbir Singh & Co., Kota Kinabalu. Prior to joining MEF, Hafiz served as an IR Executive in two multinational companies in Banting and Kuala Lumpur, where he handled employment-related matters, disciplinary proceedings and workplace disputes. At MEF, he has represented and assisted member companies in employment and industrial relations disputes, including proceedings before the Industrial Court and the Labour Court.