



MANAGING AND HANDLING PROBATIONERS

1 DEC 2026 | 9.00AM - 5.00PM | ONLINE

Course Overview

This programme aims to develop participants' competencies in administering probationary employment in a structured, lawful, and objective manner. Upon completion, participants will be able to establish measurable performance standards, conduct systematic evaluations, maintain proper documentation, and address performance deficiencies through fair and consistent interventions. Participants will further gain the ability to determine appropriate outcomes—whether confirmation, extension, or termination—aligned with statutory obligations, organizational policies, and principles of good industrial relations.

Who Should Attend

- HR Managers
- Supervisors
- Team Leaders
- HOD

Learning Outcomes

- Identify & apply legal & policy requirements governing probationary employment to ensure fair & compliant management practices.
- Set clear performance expectations & conduct structured reviews to monitor, evaluate & guide probationers.
- Document performance issues & decide on confirmation, extension or termination using objective evidence & good industrial relations principles.
- Evaluate strategies for maintaining professionalism and managing employee relations post-termination.

Course Registration :



RM800*

(Price Inclusive of
8% SST)

HRDC
Claimable*

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Course Structure

Time	Agenda
8:30 - 9:00AM	Registration
9:00 - 10:30 AM	Module 1: Understanding Probationers - Who are probationers? - Definition and legal understanding under Malaysian employment law - Purpose and importance of the probationary period - Determining a suitable probation period - Rights and obligations of a probationer
10.30 - 10.45 AM	Morning Break
10:45 AM - 12.45 PM	Module 2: Managing and Evaluating Probationers - Procedures for managing probationers effectively - Performance evaluation and documentation - Addressing performance issues during probation - Guidance, supervision, and feedback best practices - Dealing with poor performance cases
12.45 - 1.45 PM	Lunch Break
1.45 - 3.30 PM	Module 3: Decision-Making During and After Probation - Extension of probation period. - When and how to justify an extension - Recommended duration and legal considerations - Confirmation procedures and communication. - Non-confirmation or termination: Legal compliance and due process & Issuing letters and conducting meetings professionally
3.30 - 3.45 PM	Tea Break
3.45 - 5.00 PM	Module 4: Understanding misconduct: major vs. minor - Misconduct committed by probationers - Disciplinary actions and due process requirements - Documentation and domestic inquiry considerations - Case Discussion, Q&A and Wrap-Up
5.00 PM	Session Ends

Trainer Profile



MUHAMMAD ZULFADLEE THYE BIN ABDULLAH

Mr. Muhammad Zulfadlee Thye Bin Abdullah (Zul Thye) is a Certified and Accredited HRD Corp Trainer and seasoned Industrial Relations (IR) Consultant with over 24 years of experience in Malaysia's labour and industrial relations landscape. Currently serving with the Malaysian Employers Federation (MEF), Melaka Branch, he specializes in workers' rights, industrial harmony, and practical knowledge of the National Labour Act and related regulations.

Zul Thye has held key leadership roles, including Union President of a multinational corporation for 11 years and IR Coordinator with the Social Protection Contributors Advisory Association Malaysia (SPCAAM). He also contributed extensively to the Malaysian Trades Union Congress (MTUC), handling cases involving the Department of Labour, Department of Industrial Relations, Industrial Court, and Labour Court.

His international experience includes collaborations with the International Labour Organization (ILO) Asia Pacific and Solidarity Centre USA, as well as representing Malaysia at national and international forums, conferences, and seminars. Known for his engaging training style and practical expertise, Zul Thye is a trusted resource in industrial relations and workforce development, promoting constructive dialogue and stronger, fairer, and more harmonious workplaces.

