



TERMINATION OF EMPLOYMENT

24 SEP 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/8uacNeSPYJ>

RM1,000*

(Price Inclusive of 8% SST)
HRDC Claimable*



Course Structure

Time	Agenda
9am - 10:30am	MODULE 1 : <ul style="list-style-type: none"> • Basis for Termination of Employment • Dismissal for Misconduct • Fixed term Contract Issues
10.30am - 10:45am	Break
10:45am - 1.00pm	MODULE 2 : <ul style="list-style-type: none"> • 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 : <ul style="list-style-type: none"> • Frustration of Contract on Medical Grounds • Resignation • Dismissal for misconduct • VSS
4.00pm - 5.00pm	MODULE 4: <ul style="list-style-type: none"> • Common Pitfalls to Avoid • Case Study • Proper Filing of Documentations • Conclusion
5.00pm	Session Ends

Trainer Profile



SARASWATHI RAVINDRAN

Saraswathi Ravindran is a Senior Principal Consultant - IR with more than 20 years' experience focuses predominantly on Employment laws, Industrial Relations and Labour Laws in Malaysia. She is a graduate with an LLB Hons from University of Northumbria UK and also has successfully completed the Certificate in Legal Practice and Masters of Law (UKM). She specializes in handling Industrial and Labour dispute cases at the JTK and Industrial Court representing MEF's Member Companies throughout Malaysia. She also provides advisory and consultancy services to member Companies pertaining to Employment matters. She has also assisted many companies in the reviewing their handbooks, employments agreements, company policies, assisting in retrenchment exercises, advisory on the minimum wages, trade union matters etc.

