



HR & LABOUR ORDINANCE (LO) FOR BEGINNERS (KK, SABAH)

22-23 APRIL 2026 | 9.00AM - 5.00PM |
MEF TRAINING CENTER, KK SABAH

Course Overview

The main objectives of this Human Resources beginner course are to help participants understand the fundamental functions and responsibilities of the HR department and familiarize them with key HR terms and concepts. This includes the ability to implement an effective recruitment and selection process, from crafting job postings to conducting interviews, and developing skills in designing effective onboarding programs.

Additionally, this course will expose participants to the latest applications of employment laws and regulations to ensure compliance at the workplace, including the Sabah Labour Ordinance.

Who Should Attend

- All Department Leaders
- Executives
- Line Manager / Supervisors
- Legal & Compliance Staff

Learning Outcomes

- Understanding Core HR Functions
- Developing Effective Recruitment and Selection Strategies
- Ensuring Legal Compliance & Ethical Practices
- Implementing Performance Management Systems

Course Registration :



<https://forms.office.com/r/68bizNwvkn>

RM1,500*

(Price Inclusive of 8% SST)

HRDC Claimable*



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844



Course Structure

Time	Agenda – Day 1
8.30am	Registration
9.00am	Course Introduction / Ice Breaking
9.30am	MODULE 1 : Understanding Human Resources
10.45am	Coffee Break
11.00am	MODULE 2 : Recruitment And Selection
12.00pm	MODULE 3 : Administration After Hiring
1.00pm	Lunch Break
2.00pm	MODULE 4 : Training And Development
3.30pm	Tea Break
3.45pm	MODULE 5 : Handling Performance Appraisal
4.45pm	Summary / Q&A Session
5.00pm	Session End

Time	Agenda – Day 2
8.30am	Registration
9.00am	<ul style="list-style-type: none"> • Labor Laws, Definition of terms • Contracts of Employment & Termination of Employment / IR 1967 • Presumption as employee & employer
10.30am	Coffee Break
10.45am	<ul style="list-style-type: none"> • Principles, Contractors, Sub-contractors & Contractors for Labor • Advances, Deductions & Wages • Case Study Discussion
1.00pm	Lunch Break
2.00pm	<ul style="list-style-type: none"> • Pregnancy & Maternity/Paternity • Discrimination in Employment, Sexual Harassment, Forced Labor
3.30pm	Tea Break
3.45pm	<ul style="list-style-type: none"> • Rest Day, Work Hours & Overtime • Public Holidays, Annual & Sick Leave
4.45pm	<ul style="list-style-type: none"> • Case Study Discussion
5.00pm	Summary / Q&A Session

Trainer Profile



VIGNESH K VELAYUTHAN
(MEFA Training Consultant)

A dynamic and result oriented trainer with 25 years of experience in a leadership position in the MNC & Hospitality industry. He carries wide experience & knowledge gained from working in various countries such as Singapore, Indonesia, Switzerland & UK. He articulates various managerial positions, project management, trainings & HR Skills in manufacturing and hospitality industries. Graduated from Universiti Kebangsaan Malaysia (B.Econs) and Post Graduate Hospitality Management (PGD) from HIM, Switzerland, he is also a Certified CIPP (AIBFM) & HRDC Certified.



CYRILL CLADE AGUS
(MEF IR Consultant)

Cyrill Clade Agus is a Legal and Industrial Relations Consultant with the Malaysian Employers Federation (MEF), Sabah Branch. Admitted as an Advocate and Solicitor in 2017, he holds dual law degrees from UiTM. His experience spans litigation, corporate advisory, employment law, policy drafting, and ISO audits. Having practiced in Kuala Lumpur and the corporate sector, Cyrill provides practical, well-rounded guidance to employers in managing workplace compliance and industrial relations challenges.



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