



# DRAFTING HR POLICIES & EMPLOYEE HANDBOOK

2-3 APRIL 2026 | 9.00AM - 5.00PM |  
MEFA TRAINING CENTER, PJ

## Course Overview

This program aims to equip participants with the essential knowledge and practical skills to draft clear, consistent, and legally compliant HR policies and employee handbooks. Participants will learn how to analyze organizational needs, structure policies effectively, and align them with current employment laws and best HR practices. The course also focuses on creating user-friendly handbooks that support transparency, employee engagement, and operational efficiency. Through practical exercises, participants will develop the confidence to implement, communicate, and maintain HR policies, as well as review and update them regularly to ensure relevance, fairness, and compliance across the organization..

## Course Registration :



<https://forms.office.com/r/BMLw8Eea2W>

## Who Should Attend

- HR Managers and Executives
- HR Generalists and HR Administrators
- Talent Management and L&D Professionals
- SME Owners and Business Leaders
- Department Heads or Supervisors involved in policy implementation

## Learning Outcomes

### Participants will be able to :

1. Ability to create clear and practical HR policies.
2. Understanding of legal requirements for policy compliance.
3. Skills to structure and design an effective employee handbook.
4. Techniques for communicating and implementing policies in the workplace.
5. Knowledge to review, update, and maintain policies regularly

**RM2,000**

(Price Inclusive of 8% SST)  
HRDC Claimable\*



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## Course Structure

Time	Itinerary
<b>DAY 1</b>	
8:30am - 9:00am	Registration
9:00am - 10:30am	<b>MODULE 1 : Introduction to HR Policies &amp; Employee Handbook</b>
10:30am - 10:45am	Coffee Break
10:45am - 1.00pm	<b>MODULE 2 : Employment Act &amp; Key Labour Laws for HR Policies</b>
1.00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	<b>MODULE 3 : Employment Contracts, Terms &amp; Conditions</b>
3.30pm - 3.45pm	Tea Break
3.45pm - 5:00pm	<b>MODULE 4 : Code of Conduct &amp; Workplace Discipline (with Case Studies)</b>
5.00pm	End of Day 1
<b>DAY 2</b>	
8:30am - 9:00am	• Registration
9:00am - 10:30am	<b>MODULE 5 : Performance Management &amp; Grievance Handling</b>
10:30am - 10:45am	Coffee Break
10:45am - 1:00pm	<b>MODULE 6 : Employment Law Case Studies &amp; Best Practices</b>
1:00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	<b>MODULE 7 : Practical Workshop: Drafting Core HR Policies &amp; Clauses</b>
3.30pm - 3.45pm	Tea Break
3.45pm – 4.45pm	<b>MODULE 8 : Policy Implementation, Handbook Rollout &amp; Communication Strategies</b>
4.45pm – 5.00pm	<b>Wrap-Up, Key Takeaways &amp; Q&amp;A</b>
5.00pm	<b>End of Programme</b>

## Trainer Profile



**KIRAN RAJ**  
MEF Consultant  
Legal & Industrial Relations

Kiranraj is a dynamic consultant at MEF, with a sharp legal acumen and a passion for delivering exceptional results. He was admitted as an Advocate and Solicitor of the High Court of Malaya in October 2020 and holds a Bachelor of Laws (Hons) from the University of Malaya.

Starting his career at Messrs. Presgrave & Matthews, a prominent and long-standing law firm in Malaysia, he quickly advanced from pupillage to Legal Associate. He then became a Senior Legal Associate at Messrs. Esther Ong Tengku Saiful & Sree before joining MEF.

With a specialization in Civil and Commercial Litigation, Kiranraj brings a wealth of experience and a fearless, strategic approach to resolving complex legal challenges. His practice spans a wide array of areas, including contract disputes, employment matters and employment termination in both the private sector and statutory bodies.

