



CERTIFICATE in INDUSTRIAL RELATIONS

25 MAY 2025 | SUNDAYS 9.00AM - 5.00PM | ONLINE LEARNING (MS TEAMS)

The MEF Academy Certificate in Industrial Relations is designed to provide basic and practical knowledge & skills for all levels of employees, including industrial relations personnel, human resources personnel, operational supervisors & managers requiring a wide understanding of the industrial relations and labor laws in managing human resources. The course covers key topics such as dispute resolution, handling misconduct professionally, collective bargaining, employee rights and effective communication strategies.

Who Should Attend

- Human Resource Management (Personnel executives, assistance, non-executives and clerical staff)
- Personnel assisting with industrial relations (IR) administration
- Individuals interested in IR and Labor Laws, pursuing a career in Human Resource Management
- Entry Requirements: Minimum SPM or working experience

Learning Outcomes

- Learn to apply industrial relations standards in the workplace
- Provide qualification requirements for HR and IR staff
- Gain an understanding of Industrial Relations and Labour Laws to build skills for effective HR management and supervision
- Develop knowledge and skills to assist with disciplinary actions, terminations, collective bargaining and compensation.

RM 4600*

Price Inclusive of 8% SST

*RM300 discount for returning MEFA training participants

1. Course fee claimable under HRDC Claimable courses / SBL Khas Scheme with 30% upfront to training provider
2. Self-funded participants to make direct payment to MEF Academy Sdn Bhd.

Course Registration



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



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

Course Structure

Module	Dates	Program
Module 1 Employment Act 1955 and Regulations	25 May 2025 15 June 2025	<ul style="list-style-type: none"> • Introduction to Employment Act 1955 • Fundamental minimum terms of employment • Employment Regulations
Module 2 Industrial Relations Act 1967 / Trade Union Act 1959	22 June 2025 29 June 2025	<ul style="list-style-type: none"> • Rights of Workmen & Employers • Management functions • Recognition of Trade Union • Collective bargaining & agreement • Industrial Court matters
Module 3 Collective Bargaining	6 July 2025	<ul style="list-style-type: none"> • Statutory Provisions on Collective Bargaining • Industrial Court Guidelines • Analysis of Collective Agreements
Module 4 Disciplinary Procedures	13 July 2025 20 July 2025	<ul style="list-style-type: none"> • Principles of Natural Justice • Misconduct • Due Inquiry • Excessive leave, absenteeism and poor performance • Domestic Inquiry Procedures
Module 5 Termination of Employment	27 July 2025 3 August 2025	<ul style="list-style-type: none"> • Types of misconduct • Dismissal for misconduct • Termination of Employment • Assignment: 50% of assessment (Research Submission - 2500 Words / 10 Pages)
Final Examination	24 August 2025 9.00AM - 1.00PM	<ul style="list-style-type: none"> • Online Examination: 50% of assessment

