



DIPLOMA in INDUSTRIAL RELATIONS

SEPT 2025 | SUNDAYS 9.00AM | ONLINE LEARNING (MS TEAMS)

*The Diploma in Industrial Relations course is a comprehensive program offered by Malaysian Employers Federation Academy in collaboration with the renowned International Labor Organization (ILO). This course provides a sound foundation in theory, principles and practice for all those whose careers require knowledge and skills in industrial and employment relations. It will enable participants to apply multidisciplinary knowledge to decision-making in the field of industrial and employment relations. Successful candidates will receive **DUAL CERTIFICATION** upon completion of the course!*

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/SPVM or Certificate in IR/HRM with 2 years working experience in related field(s)

Learning Outcomes

- Apply theoretical approaches and analyze their application to achieve effective industrial relations strategies
- Provide qualification requirements for HR and IR staff
- Incorporate tools and methodologies for effective labor-management relations at different levels of the economy
- Describe the industrial relations systems with a comparative approach

RM 9900*

(Price Inclusive of 8% SST)

*Course fee is claimable under HRDC. 30% upfront payment to training provider required.

1. Discount of RM300/participant for ≥ 3 participants from the same company
2. Discount of RM300 for self-funded participants
3. Discount of RM700 for graduates from MEFA's Certificate in Human Resource Management/Certificate in Industrial Relations

Disclaimer: Eligible participants will receive the highest applicable discount only

Course Registration



<https://forms.office.com/r/ULnE7YQ6tY>



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

Course Structure

Module	Dates	Program
Module 1 Introduction to Employment Laws	Sunday	<ul style="list-style-type: none"> • Introduction to Employment Act 1955 • Common Law Position of Employer-Employee relations • Employment Legislations & Regulations • Assignment 1: 10% of Assessment
Module 2 Industrial Relations Act 1967 (Amendments) & Regulations	Sunday	<ul style="list-style-type: none"> • Protection of Rights of Workmen & Employers • Reference of Complaint to Industrial Court • Managerial Prerogatives • Dispute Resolution
Module 3 Trade Union Act & Collective Agreements	Sunday	<ul style="list-style-type: none"> • Trade Union Act 1959 • Dynamics of Collective Bargaining • Principles of Collective Agreements
Module 4 Grievance Handling, Disciplinary Procedures & Termination of Employment	Sunday	<ul style="list-style-type: none"> • Four-Step Approach to Grievance Handling • Constructive Dismissal • Types of Employee Misconduct • Domestic Inquiry • Forms of Termination of Employment • Assignment 2: 10% of Assessment
Module 5 International Perspective on Employment/Industrial Relations	Sunday	<ul style="list-style-type: none"> • International Evolvment of IR • Functions of ILO • Issues on ILO Conventions • Exam Revision - All Modules
Final Examination	Sunday	<ul style="list-style-type: none"> • Online Examination: 40% of assessment
IR Project Paper		<ul style="list-style-type: none"> • Research Skills & Dissertation: 40% of assessment

