



# DIPLOMA in INDUSTRIAL RELATIONS

28 SEPT 2025 | SUNDAYS 9AM - 5PM | 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 also receive **DUAL CERTIFICATIONS** (Professional Diploma in Industrial Relations Certificate issued by MEF Academy and Certified IR Practitioner Certification issued by SPEED in collaboration Asia e University) upon satisfactory completion of this program.

**RM 9900\***

(Price Inclusive of 8% SST)

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

1. Discount of RM300/partipant for ≥ 3 partipants 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

## 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

## Course Registration



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



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# Course Structure

Module	Dates	Program
Module 1 Introduction to Employment Laws	28 Sept 25 12 Oct 25 2 Nov 25 9 Nov 25	<ul style="list-style-type: none"> <li>• Introduction to Employment Act 1955</li> <li>• Common Law Position of Employer-Employee relations</li> <li>• Employment Legislations &amp; Regulations</li> <li>• Assignment 1: 10% of Assessment</li> </ul>
Module 2 Industrial Relations Act 1967 (Amendments) & Regulations	16 Nov 25 23 Nov 25 30 Nov 25	<ul style="list-style-type: none"> <li>• Protection of Rights of Workmen &amp; Employers</li> <li>• Reference of Complaint to Industrial Court</li> <li>• Managerial Prerogatives</li> <li>• Dispute Resolution</li> </ul>
Module 3 Trade Union Act & Collective Agreements	7 Dec 25 14 Dec 25 11 Jan 26	<ul style="list-style-type: none"> <li>• Trade Union Act 1959</li> <li>• Dynamics of Collective Bargaining</li> <li>• Principles of Collective Agreements</li> </ul>
Module 4 Grievance Handling, Disciplinary Procedures & Termination of Employment	8 Feb 26 15 Feb 26 22 Feb 26 1 Mar 26 15 Mar 26 5 Apr 26	<ul style="list-style-type: none"> <li>• Four-Step Approach to Grievance Handling</li> <li>• Constructive Dismissal</li> <li>• Types of Employee Misconduct</li> <li>• Domestic Inquiry</li> <li>• Forms of Termination of Employment</li> <li>• Assignment 2: 10% of Assessment</li> </ul>
Module 5 International Perspective on Employment/Industrial Relations	12 Apr 26 19 Apr 26 26 Apr 26	<ul style="list-style-type: none"> <li>• International Evolvment of IR</li> <li>• Functions of ILO</li> <li>• Issues on ILO Conventions</li> <li>• Exam Revision - All Modules</li> </ul>
Final Examination	17 May 26	<ul style="list-style-type: none"> <li>• Online Examination: 40% of assessment</li> </ul>
IR Project Paper	4 Weeks	<ul style="list-style-type: none"> <li>• Research Skills &amp; Dissertation: 40% of assessment</li> </ul>