



# CERTIFICATE IN INDUSTRIAL RELATIONS

SUNDAYS | 9.00AM | ONLINE LEARNING (MS TEAMS)

## Course Overview

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.

## Entry Requirements

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

## Who Should Attend

- HR executives, assistants and clerical staff seeking formal qualifications
- Employees involved or supporting industrial relations (IR) functions
- Individuals interested in IR, labor laws, or pursuing a career in HRM (with or without experience)

## Learning Outcomes

- Understand the key competencies needed to manage industrial relations effectively in the workplace
- Learn the fundamentals of industrial relations and labor laws relevant to HR practices
- Develop practical skills in handling disciplinary actions, termination, collective bargaining, and compensation administration.

## Course Registration :



<https://forms.office.com/r/tCeAhyY8Fh>

**RM5,000\***

(Price Inclusive of 8% SST)

1. Discount of RM 300/participant for 3 and more participants from the same company
2. Discount of RM 300 for self-funded participants
3. Discount of RM 700 for graduates from MEF's Certificate in Human Resource Management

Disclaimer: Eligible participants will receive the highest applicable discount only



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

## Course Structure

Module	Program
<b>Module 1 Employment Act 1955 and Regulations</b> 18 Jan 2026 25 Jan 2026	<ul style="list-style-type: none"><li>Introduction to Employment Act 1955</li><li>Fundamental minimum terms of employment</li><li>Employment Regulations</li></ul>
<b>Module 2 Industrial Relations Act 1967 / Trade Union Act 1959</b> 8 Feb 2026 1 Mar 2026	<ul style="list-style-type: none"><li>Rights of Workmen &amp; Employers</li><li>Management functions</li><li>Recognition of Trade Union</li><li>Collective bargaining &amp; agreement</li><li>Industrial Court matters</li></ul>
<b>Module 3 Collective Bargaining</b> 15 Mar 2026	<ul style="list-style-type: none"><li>Statutory Provisions on Collective Bargaining</li><li>Industrial Court Guidelines</li><li>Analysis of Collective Agreements</li></ul>
<b>Module 4 Disciplinary Procedures</b> 12 Apr 2026 26 Apr 2026	<ul style="list-style-type: none"><li>Principles of Natural Justice</li><li>Misconduct</li><li>Due Inquiry</li><li>Excessive leave, absenteeism and poor performance</li><li>Domestic Inquiry Procedures</li></ul>
<b>Module 5 Termination of Employment</b> 10 May 2026 17 May 2026	<ul style="list-style-type: none"><li>Basis of Termination</li><li>Types of Termination</li><li>Dismissal for misconduct</li><li>Assignment: 50% of assessment (Research Submission - 2500 Words/ 10 pages)</li></ul>
<b>Final Examination</b> 7 Jun 2026	<ul style="list-style-type: none"><li>Online Examination: 50% of assessment</li></ul>