

The logo for MEF (Malaysian Education Foundation) is displayed in a stylized, bold, blue font with a white outline.

YOUR JOURNEY
TOWARDS A
SUCCESSFUL CAREER IN
HR BEGINS HERE...



HR FOR BEGINNERS

For further information, please contact;

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CLICK THIS LINK FOR ONLINE REGISTRATION

<https://forms.office.com/r/vKLqZKcWq8>

DATE: 6-7 December 2023

VENUE: HOTEL ANIKA KLUANG, KLUANG, JOHOR

PRICE:

- RM 1,600 per-person (*Non-Members*)
 - RM 1,500 per- person (*Members*)
- (Price indicated is inclusive of 6% SST)*

OBJECTIVE

This comprehensive course includes various essential topics needed for beginners in a HR Department. The participants will be able to:

- Gain the essential skills in managing human resources
- Able to prepare all necessary administrative functions for an Interview, while understanding the Interviewing process.
- Explain the importance of Performance Appraisal System.
- Understand the performance GAP by holding an Effective Training Needs Analysis.

In addition to the outline, the program also covers the basic understanding of the Employment Act 1955. The Employment Act 1955 is a fundamental law that provides minimum terms of employment to those recognized as employees under the Act. This course will address all important provisions, highlighting the latest amendments that came into effect in January 2023. Upon completion, participants will be able to accurately identify the obligations of an employer under this law.

Target Audience

New HR Personnel

Methodology

- Lectures
- Individuals and group discussions
- Presentation

Duration

2 days (14 Hours)

9 am – 5 pm (Face to Face) per day

(In accordance with HRD Corp's guidelines for online programs)

OUTLINE

DAY 1 (Trainer: MR SRI VAHLSAN)

MODULE 1: MANAGING HUMAN RESOURCE

MODULE 2 : RECRUITMENT & SELECTION

MODULE 3: UNDERSTANDING COMPETENCIES AT THE WORKPLACE

MODULE 4: ADMINISTRATION AFTER HIRING

MODULE 5: JOB ANALYSIS AND PERFORMANCE APPRAISAL

MODULE 6: UNDERSTANDING TRAINING NEEDS ANALYSIS

DAY 2 (Trainer: PN AISHAH)

- **Scope of the Act**
- **Definition of the terms**
- **Contracts of service/Contracts for service**
- **Termination of employment**
- **Advances & deductions**
- **Priority of wages**
- **Pregnancy & Maternity**
- **Rest Day**
- **Hours of work & overtime**
- **Public holidays**
- **Annual leave**
- **Sick leave**
- **Paternity leave**
- **Employment of Foreign Employees**
- **Flexible working arrangement**
- **Discrimination in Employment**
- **Sexual Harassment**
- **Forced Labour**
- **Presumption as to who is an employee & employer**

TRAINER PROFILE



CERTIFIED NLP COACH
Approved By Coaching Division of
The American Board Of NLP, USA

CERTIFICATE IN TALENT,
COMPETENCY & SUCCESSION
PLANNING
Issued by PENNSTATE University

HRD Corp Certified Trainer



NOOR AISHAH BINTI KM ABU BAKAR
(MEF Consultant – Industrial Relations)

Pn. Aishah holds a Bachelor of Laws from Universiti Teknologi MARA and later obtained her Master of Laws from Universiti Kebangsaan Malaysia. She has been admitted as an Advocate and Solicitor in the High Court in Malaya. Pn. Aishah started her career as a Legal Officer/Deputy Public Prosecutor at the Attorney General's Chambers of Malaysia (Jabatan Peguam Negara Malaysia) in 2008 and has then served government agencies and statutory/enforcement bodies as a legal adviser. Pn. Aishah has appeared in Malaysian courts and has extensive experience in handling cases such as commercial crimes, drugs, sexual and corruption offences. After moving as an in-house counsel, Pn. Aishah has provided legal advisory services to all divisions in company including preparation of various legal documentations related to company's day-to-day operations, corporate exercises and projects. She managed all litigations, commercial and contractual disputes, workplace misconduct, domestic inquiry and matters related to collective agreement and unions.

Mr. SRI VAHLSAN (Senior Consultant- MEF Academy) has more than 15 years of experience in the area of People Relations. Backed with years of working experience in the Hospitality and Education Industry has given him sound knowledge in Employee Relations especially in employee Performance Competencies and Customer Service . Geared with this exposure and experience, his delivery has been able to bridge the gaps in organizational needs by transforming the contents into reflective inputs for employees to succeed in their working place.

His initiatives in MEF ACADEMY has taken him a step further, where he was involved as a Co Trainer in 'SCORE Initiatives' organized by International Training Center (ITC) of the International Labor Organization (ILO). He is also collaborating in conducting programs with other Employers Organization within Asia such as Cambodian Federation of Employers and Business Associations (CAMFEBA), Vietnam Chamber Of Commerce & Industry (VCCI) and Employers Confederation of Philippines (ECOT), Fiji Commerce & Employers Federation (FCEF) and Employers Federation of Ceylon (EFC).

Throughout his working experience especially in the Hospitality Industry, he was involved in the pre-opening of Hotels and Fast-Food Restaurants where he had designed the Skills Training Plan for the Food and Beverage Department. While being a Training Manager undertook most of the preliminary start up functions for the Department, from creating a Succession Plan to developing the Needs Analysis

Academically he holds a Bachelor's Degree in Hospitality Management from Bournemouth University in UK and a Master in Management (specializing in Human Resource) Open University Malaysia (OUM).