



SBL Scheme
Claimable from
PSMB

FMM Institute, Penang Branch
(Centre for Professional Development)

FMM EXECUTIVE CERTIFICATE IN INDUSTRIAL RELATIONS MANAGEMENT

20 June – 29 November 2015

The FMM Executive Certificate in Industrial Relations Management is specially developed with the aim to prepare HR personnel to manage the complexities as well as to face the changing needs of the various industries in regards to Industrial Relations Management. Taught by experienced corporate and industry practitioners who will bring with them wealth of academic theories and real world expertise, these courses provide participants with an excellent combination of academic and pragmatic knowledge via lectures, case analysis, group discussions and presentations.

Course Objectives

At the end of the programme, participants would have gained:

- An insight into laws, systems and practices of Industrial Relations in Malaysia
- An understanding of the Malaysian Employment Laws
- An understanding of the collective bargaining and negotiation process
- Knowledge on the principles and practices of compensation and benefits management
- Application of the knowledge to produce a project paper to benefit the organisation in relation to Industrial Relations management in an organisation

Who Should Attend

This programme is specially designed for Human Resource personnel who want to acquire an in-depth knowledge and applications of Industrial Relations Management in an organization.

Certification

Upon successful completion of the course, participants will be awarded a **FMM Executive Certificate in Industrial Relations Management** issued by FMM Institute.

Entry Requirement

Minimum MCE / SPM / SPMV with 4 - 5 years working experience.

Course Structure

Four (4) Modules / 112 hours

Course Content

Industrial Relations Practices in Malaysia

- Evolution of Trade Unions
- Industrial Relations Act 1967
- Collective Bargaining
- Employee Misconduct and Disciplinary Action
- Domestic Inquiry Procedures
- Trade Dispute and Industrial Action
- Industrial Court



Malaysian Employment Law

- Introduction to Malaysian Employment Law
- Essential Aspect of The Employment Act 1955 (Incorporating 1998 Amendments)
- The Essential Aspects of the Children and Young Persons (Employment) Act 1966
- The Essential Aspects of the Employees Provident Fund Act 1991
- The Essential Aspects of the Employees Social Security Act 1969
- The Essential Aspects of the Workmen's Compensation Act 1952
- Occupational Safety and Health Act 1994
- Factories and Machinery Act 1967

Compensation and Benefits

- Various forms of compensation and benefit-job analysis
- Determining the level of pay
- Designing pay levels and structures
- Performance appraisals, Employee benefits
- International pay system and legal issues pertaining compensation performance planning and performance management

Collective Bargaining and Negotiation

- Collective Bargaining Concept
- Collective Bargaining Process
- Trade Unions and Legal Provisions

Administrative Details	Course Fees
Date: 20 June – 29 November 2015 Time: 9.00 am - 5.00 pm (weekend classes) Venue: FMM, Bandar Seberang Jaya, Penang	FMM Members - RM3,500.00 per participant Others - RM3,750.00 per participant Self-sponsored - RM 3,500 (Instalment Basis) (Fees include Course Materials, Lunch, Refreshment and Certificate of Attendance or FMM Executive Certificate in IRM) <i>A 6% GST will be imposed for training programmes scheduled from April 1, 2015 onwards</i>

For further information, kindly contact:

Sharrlini /Remes

Tel: 04 – 399 2057 Fax : 04-399 4863

E-mail: sharrlini@fmm.org.my; remes@fmm.org.my

REGISTRATION FORM

FMM EXECUTIVE CERTIFICATE IN INDUSTRIAL RELATIONS MANAGEMENT



FMM Institute

Penang Branch

(Centre for Professional Development)

2767, Mk 1, Lebuh Tenggiri 2, Bandar Seberang Jaya, 13700 Seberang Perai Tengah, Penang

E-mail: sharrlini@fmm.org.my / remes@fmm.org.my

Tel: 04 - 3992057 Fax: 04 - 3994863

- Completed registration form, faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed.
- There will be no refund or cancellation within 2 days prior to the programme, 50% refund for cancellation between 3 - 6 days and full refund for cancellation 7 days prior to the programme. However, replacement can be accepted at no additional cost.
- The FMM Institute reserves the right to cancel or re-schedule the above programme and all efforts will be taken to inform participants of the changes. Closing date for registration is on 13 February 2015.

A. PARTICIPANT PARTICULARS (To be completed in BLOCK LETTERS)

Full Name (Mr./Ms): _____ Designation: _____

NRIC No. : _____ E-mail Address: _____

H/P No: _____ Tel No. (O): _____ Fax No. : _____

Qualification:

1) _____

2) _____

Working Experience/Years:

1) _____

2) _____

3) _____

B. SPONSORSHIP [Please Tick (✓)] Company Sponsored Self-Sponsored

C. SUBMITTED BY (To be filled if sponsored by company)

Name (Mr./Ms): _____ Designation: _____

Company name: _____

Address: _____ Tel No.: _____

_____ Fax No.: _____

_____ FMM Membership No: _____

E-mail: _____ Date: _____



FMM Executive Certificate in Industrial Relations Management

20 June – 29 November 2015

No.	Date	Day	Time	Module	Trainer
1.	20- June	Sat	9am – 5pm	Industrial Relations Practices in Malaysia	Mr. CK Cheah
2.	27-June	Sat	9am – 5pm	Industrial Relations Practices in Malaysia	Mr. CK Cheah
3.	4-July	Sat	9am – 5pm	Industrial Relations Practices in Malaysia	Mr. CK Cheah
4.	1-August	Sat	9am – 5pm	Industrial Relations Practices in Malaysia	Mr. CK Cheah
	22-August	Sat	9am – 12pm	Assignment Deadline	
5.	8-August	Sat	9am – 5pm	Malaysian Employment Law	Mr. CK Cheah
6.	15-August	Sat	9am – 5pm	Malaysian Employment Law	Mr. CK Cheah
7.	22-Sugust	Sat	9am – 5pm	Malaysian Employment Law	Mr. CK Cheah
8.	5-Sept	Sat	9am – 5pm	Malaysian Employment Law	Mr. CK Cheah
	3-Oct	Sat	9am – 12pm	Assignment Deadline	
9.	12-Spt	Sat	9am – 5pm	Collective Bargaining and Negotiations	Mr. PS Heng
10.	13-Spet	Sun	9am – 5pm	Collective Bargaining and Negotiations	Mr. PS Heng
11.	3-Oct	Sat	9am – 5pm	Collective Bargaining and Negotiations	Mr. PS Heng
12.	4-Oct	Sun	9am – 5pm	Collective Bargaining and Negotiations	Mr. PS Heng
	14-Oct	Sat		Assignment Deadline	
13.	24-Oct	Sat	9am – 5pm	Compensation and Benefits	Mr. Prabakara Rao
14.	25-Oct	Sun	9am – 5pm	Compensation and Benefits	Mr. Prabakara Rao
15.	28-Nov	Sat	9am – 5pm	Compensation and Benefits	Mr. Prabakara Rao
16.	29-Nov	Sun	9am – 5pm	Compensation and Benefits	Mr. Prabakara Rao
	19-Dec	Sat		Assignment Deadline	

***All information provided is correct at the time of printing. The FMM Institute reserves the right to revise the information provided. All efforts will be taken to inform participants of these changes.*



FMM Institute (475427-W)
Penang Branch

FMM Executive Certificate in Industrial Relations Management **Panel of Trainer**

Mr. Cheah Choo Kheng holds a Bachelor of Science Education from University of Science Malaysia, a Bachelor of Law Degree from University of London, a Masters in Law Degree from Northern Territory University, Australia and a Certificate from the Australian College of Applied Psychology. He is an experienced practitioner with more than 20 years of experience in the legal field.

Mr. Cheah, who is a well-known Trainer, has conducted various Labour and Industrial Law courses such as Contract Negotiations, Domestic Inquiry, Industrial Relations, Industrial Discipline, Labour Laws and Corporate Insolvency, Company Law, and Commercial Law. In addition, he has conducted other courses such as Company Directors' Training Programme and Small Business Management and has also taught at MITD, MAP, MIM, MACPA. Currently, he is a Lawyer by Profession and he is a member of the Penang Association of Counselling and Psychology, Institute of Internal Auditors Malaysia and Malaysian Institute of Management. In the past, he has conducted courses for Financial Institutions, Private Institutions of Higher Learning and the Manufacturing sector such as Mitsuoka Electronics, Sabah Forest Industries, Franklin Porcelain, Advanced Micro Devices, Yoahan, NT Soon Lee Furniture and Chip Lam Seng.

Mr Heng Poh Suan is currently the Human Resource/Industrial Relations Advisor with the Federation of Malaysian Manufacturers. He had more than 36 years of working experience in the Labour Department, Industrial Relations Department and FMM and he has represented employers in the Labour and Industrial Courts and also at Conciliation meetings held at the Industrial Relations Department. He has also conducted training courses on various Labour Legislation as well as Disciplinary Procedures.

Mr. Y. Prabakara Rao has been lecturing since 1995 on Human Resources Management, General Management and Marketing subjects. He is currently a lecturer of Stamford College Group. He is also a guest lecturer of Malaysian Institute of Management, University of Malaya and TL Management. Mr. Rao graduated from University of Hull, United Kingdom with a Masters of Business Administration in 1996. He also holds a Diploma in Industrial Relations and Certificate in Business Studies.

He has been involved in the Human Resource Management and Industrial Relations areas over the past 20 years. Having held the position of managerial level in the Human Resource department, he has been involved in the management, staff and board meeting, overseeing the staffing, employee benefits, training, labour and industrial relations matters. Mr. Rao is also a panel trainer of FMM Institute and lectures the Malaysian Employment Law module in the Diploma in Human Resource and Industrial Relations.

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