



Absenteeism at Workplace: How to Handle and Manage Frequently-Absent Employees

November 15, 2018 | 9.00am - 5.00pm | Shah Alam Convention Centre

FACILITATOR

Mr Heng Poh Suan is currently the Human Resource/Industrial Relations Advisor of The Federation of Malaysian Manufacturers. He joined the Labour Department as a Labour Officer and was later promoted to Assistant Director of Industrial Relations, Industrial Relations Department. With 30 years of working experience in the Labour Department and Industrial Relations Department, he has represented employers in the Labour and Industrial Courts and also Conciliation meetings held at the Industrial Relations Department. As the Human Resource/Industrial Relations Advisor, his responsibilities include giving advice and guidance to member companies on labour laws and industrial relations matters, representing members at Labour Department, prepare and attend cases on behalf of member companies at Labour Court in addition to reviewing and negotiating Collective Agreements for member companies. He has been conducting public as well as in-house training programmes relating to employment laws, discipline and misconduct and domestic inquiries procedures for member companies.

ADMINISTRATIVE DETAILS

Dates : **November 15, 2018**

Time : 9.00 am – 5.00 pm

Venue : **Concorde Hotel Shah Alam**

8 Jalan Tengku Ampuan Zabedah C9/C
40100 Shah Alam, Selangor Darul Ehsan

Fees : FMM Members – RM 800 per participant

Non Members – RM1,100 per participant

(Fees include course materials, Certificate of Attendance, lunch and refreshments)

*** Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

OBJECTIVES

- ◆ Understand the causes of absenteeism
- ◆ Learn ways to effectively manage and deal with absenteeism at the workplace
- ◆ To expose wrong methods and practices of disciplining employees due to absenteeism

CONTENTS

- ◆ Absenteeism
- ◆ Causes of Absenteeism
- ◆ Managing Medical Leave
- ◆ Perfect Attendance Incentives
- ◆ Wellness and Safety Programmes
- ◆ Managing Absence
- ◆ HR Policies on Absenteeism and Leave
- ◆ Role of Supervisors and Head of Department in Controlling Absenteeism
- ◆ Developing Counselling Skills for Line Managers
- ◆ Reward Programme
- ◆ Measuring Absenteeism Levels
- ◆ Tracking Absenteeism and Analysis of Data
- ◆ Disciplinary Procedures to Address Absenteeism

WHO SHOULD ATTEND

Heads of Department, Managers, Executives, Supervisors and those who need to supervise and manage subordinates

IN-HOUSE TRAINING AVAILABLE

For further enquiries, please contact:

Siti Nazihah / Azrini

FMM Institute

Tel: 03-62867200 Fax: 03-62776712

Email: training@fmm.org.my

Visit us at: www.fmm.edu.my

REGISTRATION FORM

Absenteeism at Workplace: How to Handle and Manage Frequently-Absent Employees

November 15, 2018 (Thursday) Shah Alam Convention Centre

The Assistant Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme: SBL Non Contributor

Require vegetarian meal: Yes No

Dear Madam,

Please register the following participant(s) for the above programme:

(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

Nationality **IC No.**

2. **Name** **Designation** **E-mail**

Nationality **IC No.**

3. **Name** **Designation** **E-mail**

Nationality **IC No.**

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____ GST Registration No.: _____