



## Developing Skills in HR Administration

November 26 - 27, 2018 | 9.00am - 5.00pm | Shah Alam Convention Centre

### FACILITATOR

**Lim Tat Sing @ John Lim** has extensive experience in finance, costing, office administration and human resource. He was a graduate of the Association of International Accountants (AIA) (UK), in addition to holding associate membership of the Institute of Chartered Secretaries and Administrators (ICSA)(UK) and Malaysian Institute of Human Resource Management. Mr. John Lim's early career in finance and accounting started with a consulting engineering firm, Thomas Anderson & Partners where he receives a solid training in practical book-keeping and accounting. Later he gained years of practical costing experience with an international manufacturer in printing equipment, a large trading company and thereafter with an integrated timber processing and furniture manufacturing plant where he was appointed as the Head of Costing Section. Here he was involved in setting up and implementing the standard costing system. He also assisted the plant manager in handling industrial relations and human resource management with the plant's few hundred workers. After that he struck out on his own, opening a management consultancy practice in company secretarial, taxation, human resource, business advisory and in providing training for corporate employees. Over his career spanning more than 30 years Mr. John Lim gained wide and varied practical experience and hands-on techniques in accounting, costing, office administration, taxation and human resource management. These techniques and practical knowledge will be illustrated in the course manual and hand-outs given to each delegate.

### OBJECTIVES

- ◆ Equip with practical skills for handling routine human resource administration work
- ◆ Enhance understanding of Labour Laws and their applications to avoid errors in implementation
- ◆ Develop HR policy in adherence to legal provisions

### CONTENTS

- ◆ Recruitment and Selection
  - Effective recruitment policies
  - Interview techniques to get the staff that you need
- ◆ Developing HR Policies and Setting Up a HR Department
  - Some specimen of forms/records to maintain in HR
  - Rationalisation exercise
- ◆ Outline of the Employment Act 1955 and Amendments
  - Categories of employees covered
  - Contracts of Service/Contractors and Principals
- ◆ Procedure in Domestic Inquiry
  - Nature & meaning of major/minor misconduct
  - Principle of natural justice
- ◆ Constructive Dismissal
  - What constitute constructive dismissals
  - Case Law/Examples of Constructive Dismissal
- ◆ Staff Performance Appraisal
  - Preparing for more effective appraisal
  - Ratings, Key factor appraisal, Self appraisal, Peers & 360° appraisal & Feedback

### WHO SHOULD ATTEND

HR Executives, HR Administrators/Officers, HR Supervisors, HR Assistants and all those handling Human Resource/Personnel work and responsibilities

### IN-HOUSE TRAINING AVAILABLE

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.

### ADMINISTRATIVE DETAILS

Dates : **November 26 - 27, 2018**  
 Time : 9.00 am - 5.00 pm  
 Venue : **Shah Alam Convention Centre**  
 No. 4 Jalan Perbadanan 14/9  
 40000 Shah Alam, Selangor Darul Ehsan  
 Fees : FMM Members - RM 1,300 per participant  
 Non Members - RM1,600 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.**

For further enquiries, please contact:

Siti Nazihah / Azrini

**FMM Institute**

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Visit us at: [www.fmm.edu.my](http://www.fmm.edu.my)

# REGISTRATION FORM

## Developing Skills in HR Administration

**November 26 - 27, 2018 (Monday - Tuesday)**

**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.: \_\_\_\_\_