Dr. Jasjit Kaur obtained her PhD in the Technology Management field with Innovation as the area of specialization at USM. She also possesses a Master of Business Administration (MBA) and a Bachelor of Business Administration (BBA) Hons., both from UUM and Certificate in Personal Management from MIPM. She has more than 16 years of experience; both in the manufacturing and service industry.

Ms. Jasjit has been a corporate trainer for the past 14 years. She has conducted extensive Public and In-house training ranging from human resources, counselling, motivation & team building, supervisory skills, office management and leadership skills, warehouse management, logistics management, inventories to business communication. In her capacity as a Training Specialties, she has conducted training for all levels of staff. In the past, she has conducted Training Courses for PLUS, Mattel (M), LKT Ind, PGE Group, Shangri-la Hotel and others. In addition, she is a certified Trainer for Development Dimension International’s Recruitment Program, a certified ISO 9002 Internal Auditor and a certified Verifier by the National Vocational Training Council.

Organized by:
FMM Institute
Sabah Representative Office
No. 143, 1st Floor, Block Q
Lorong Plaza Permai 1
Alamesra Plaza Permai
88400 Kota Kinabalu, Sabah

Voluntary termination is a decision made by the employee to leave the job which is commonly known as “resignation”. Involuntary termination is the employee’s departure at the hands of the employer known often as ‘terminated’ for various reasons such as misconduct, performance, absenteeism etc.

Managing the Probationers and Poor Performers of an employee may appear easy and trouble free. However, the development in law and daily practices in this area has made the termination of the employment of even a probationer or poor performer, if not handled properly, a costly and time consuming exercise.

Introduction

Course Contents

- Contracts-Legal Provisions as per EA, 1955
- Breach of Employment Contracts
- Termination of Contracts
  - Termination of Employees under E.A.
  - Termination for Misconduct
  - Retirement
  - Absenteeism s.15(2) E.A.
  - Termination on Medical Grounds
- Probationary Period—The Need and Definition
- Managing the Probationers & Poor Performers
  - Employment Contract-Contractual Term
  - Need for Regular Appraisal
  - Requirements of Warning
  - Facts for Non-Confirmation
- Termination of Probationers & Poor Performers
- Legal Principles from Court
- Liabilities on Unlawful Dismissal
- Case Studies & Court Awards - Contracts
- Case Studies & Court Awards-Probationers
- Case Studies & Court Awards-Poor Performers

Objectives

✓ To provide guidance to employers on compliance with Termination of Contracts, Probationers and Poor Performance issues in relations to the Employment Act, 1955
✓ To enhance employers awareness of the Termination of Contracts, Probationers and Poor Performance and their rights under the law.

SBL Scheme Claimable
### Administrative Details

**Registration:**
- Completed Registration Form that is Faxed or Mailed to FMM Institute would be deemed as confirmed.

**Payment:**
- Cheque made in favour of FMM Institute should be forwarded to the FMM Sabah Representative Office.

**Closing Date:** 5 March 2016

**Cancellation and Refunds:**
- Must be in writing with reasons
- 7 days before the course - 100% refund
- 3-6 days before the course - 50% refund
- < 3 days before the course - No refund
- Replacement can be accepted at no additional cost.

Those who register but fail to turn up for the programme will be billed accordingly. FMM Institute reserves the right to change the facilitator, cancel or reschedule the above course and all efforts will be taken to inform participants of the changes.

For further enquiries, please contact:

**Nelly/Florisa**  
Tel: 088-447580 Fax: 088-447570  
E-mail: fmmsabah@fmm.org.my / nelly@fmm.org.my / florisa@fmm.org.my

### Understanding Employment Contracts & Termination of Probationers & Poor Performers  
**March 21–22, 2016**

- **Registration Form**

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