

How to Manage Absenteeism and Sustain a Stable Manpower

June 6 - 7, 2018 * RM750.00(Member)/ RM850.00(Non member)

FMM Institute, Johor Branch * SBL Scheme

This course is designed to deal with the problems of persistent sick leave, absenteeism problem and malingering at the workplace. The objectives of this course are to train line leaders/supervisors/executives and managers on how to manage and deal with absenteeism in their workplace with the aim of reducing or eliminating the problem.

OBJECTIVES

This programme is aimed to equip participants with an in-depth understanding of the various types of absenteeism in the workplace, their effects on the organisation and the various effective methods that can be taken to manage this problem.

COURSES

- ☐ Introduction – Absenteeism / Definition
- ☐ Effects of absenteeism on the Organisation
- ☐ Causes of absenteeism
- ☐ Rights of the Workman and the Employer.
- ☐ Related provisions in the Employment Act 1955
- ☐ Company's appointed clinics and medical emergencies.
- ☐ Medical leaves from clinics other than Company's appointed clinics.
- ☐ Notification of absence or leave.
- ☐ Absences without official leave.
- ☐ Absence preceding or succeeding Public Holidays.
- ☐ Condonation of unauthorized absence
- ☐ Preventive measures and control - Orientation, counseling, training and disciplinary actions
- ☐ Incentive schemes - advantages and disadvantages
- ☐ Case studies
- ☐ Relevant Industrial Court awards.

Who Should Attend

This programme is suitable for Management, Executives, Supervisory staff or line leader whose daily duties involve handling and controlling absenteeism problems.

FACILITATOR

EIAP ENG KHOON has over 40 years of working experience, he had held several varied middle and senior positions in various disciplines including Industrial Engineering, Production, Business management, Industrial Relations, Human Resource managements, Governmental affairs and others. He has also served in multi-national as well local companies in both unionized and non-unionized environments and had sat through numerous collective bargaining sessions. Owing to his vastly diverse and extended experience, he had gained valuable knowledge and first-hand exposure in handling and managing human capital-related minor and major problems. He has been a trainer and course leader in human resource development, industrial relations and occupational safety and health for over twenty years with several training institutions including the Malaysian Institute of Human Resource Management and the Federation of Malaysian Manufacturers Institute. He conducts public as well as in-house programs.

ADMINISTRATIVE DETAILS

Date : June 6 - 7, 2018 (Wed-Thu)

Time : 9:00am - 5:00pm

Venue : FMM INSTITUTE, Johor Branch

**Fees : RM750.00 (FMM Member)
RM850.00 (Others)**

(Fees include course material, lunch, refreshments & Certificate of Attendance)

Medium of Instruction : English

Closing Date : May 25, 2018

PSMB Scheme : SBL

**PSMB Registered No: 0268
(FMM Headquarter Kuala Lumpur)**

For further enquiries, please contact;

FMM Institute

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REGISTRATION FORM

Dear Sir,
Please register the following participant(s) for the above programme

1 Name : _____
Designation : _____
I.C No : _____
H/P No. : _____
2 Name : _____
Designation : _____
I.C No : _____

If vegetarian meal required. _____ pax (if space is insufficient, please attach a separate list)

Submitted by:

Name : _____
Designation : _____
Company : _____
Address : _____
GST No. : _____
Tel & Fax No. : (T) _____ (F) _____
Email : _____

Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute" should be forwarded to the Secretariat **before June 7, 2018.**

* There will be no refund for cancellation within 3 days prior to the programme; 50% refund for cancellation between 3-6 days;

* Full refund for cancellation 7 days prior to the programme; Cancellation must be in writing. Replacement can be accepted at no additional cost.

* The FMM reserves the right to change the facilitator, date or reschedule the above programme and all efforts will be taken to inform participants of the