



Organised by **FMM INSTITUTE** (475427-W) **Perak Branch**
Centre For Professional Development



BEST EMPLOYMENT PRACTICES: OFFER LETTERS, EMPLOYEE HANDBOOK, PROBATION AND TERMINATION / RESIGNATION

📅 **September 26 & 27, 2022 (Monday & Tuesday)** ⌚ **8.45 am – 5.00 pm**

🖥️ **Remote Online Learning via Zoom**

It is vital and of the employer's benefit to fully understand the essential standards and the applicable provisions of the employment law on the planning and constructing of a letter of offer or letter of appointment for its employees. It is also vital to review the acceptability of the newly recruited employee or probationer for confirmation or termination in accordance with the procedures of the settled industrial law so as to prevent unnecessary industrial disputes. The required rules and procedures to be followed by the employees and working conditions to be given to the employees by the employer are stated in an employee handbook so that they will always know what is expected of them. Drafting offer letters and handbooks are pivotal to all HR practitioners as to prevent misunderstandings and legal problems. This applied knowledge workshop will help you craft your HR communications with 3C's (Concise, Concrete, Coherent). This course is explicitly designed to provide participants with the necessary knowledge and skills needed to observe and incorporate some of the best job practices for increased efficiency and industrial harmony.

OBJECTIVES

Upon completion of the course, participants will be able to:

- ❖ understand the importance of Employment Act
- ❖ understand how to write offer letters
- ❖ learn proper way to draft Handbook
- ❖ understand probationary, resignation and termination terms

METHODOLOGY

Lecture, group discussions, case studies

WHO SHOULD ATTEND

Managers, Executives, HODS, HR

TRAINER

MS PONMALAR A/P BUDDATI SANNAGY is a PSMB Certified Trainer and a Business Coach with over 17 years of training experience. Ms Ponnmalar holds a Bachelor of Arts (Hons), (UKM) and a Master's in Business Administration, UUM. She is also a member of Malaysian Association of Training Providers (MATPRO), Certified Practitioner of Neuro-Linguistic Programming (ABNLP), Certified KPI Professional & Practitioner (KPI Institute), Certified Sujok Acupressure Therapist and PSMB Approved Mentor for SMEs (FIRE Programme). Ms Ponnmalar has held prominent position in various MNCs in Malaysia as a Senior Production Executive, Training Executive, Quality Control Executive and Head of HR and Training Department.

MS PONMALAR has conducted many courses which includes Train The Trainer, Strategic Performance Management, Strategic Thinking and Planning, Quality Control, Scenario Planning, full spectrum of HRM, Employment Act, IR, Organizational Behaviour, Transformational Leadership, Strategic Leadership, Problem Solving & Decision Making, Critical Thinking, Customer Service, Change Management, Communication, Presentation Skills, Team Building, Marketing, Purchasing & Negotiation Skills, Business English & Business Writing and other management programmes. Some of Ms Ponnmalar's notable clients for Public and In-House programmes are Boustead Petroleum Marketing, GITN, Maxcare Success, Power & Motion Control, Petronas Chemicals MTBE, God Coin Sarawak, Sri Datai Construction, Datasonic Technologies, Malaysian Diagnostics Corporation, Langkawi Cruise, Star Cruises Shipping Agency, Ibdien Electronics Malaysia, Labuan Liberty Port Management, Idaman Pharma, KPJ Selangor Specialist Hospital, TNB Janamanjung, Jobstreet.com Shared Services, Sabah Tourism Board, KUB Malaysia and many others. She has also coached and trained employees from Asian countries such as Singapore, India, Thailand, Vietnam, Laos, Myanmar, Brunei, Maldives, Mauritius, Cambodia, Middle East (Oman) and Indonesia.

COURSE CONTENTS

MODULE 1 –

OVERVIEW OF EMPLOYMENT ACT

- The Employment Act – An Overview
- Contract of Service-v-Contract for Service
- Employees under scope of the Act
- Principals and Contractors / Sub-Contractors
- Employment (Part Time Employees) Regulation 2010
- Less Favourable / More Favourable Terms

MODULE 2 –

CONTRACT OF SERVICE

- Termination of Contract
- Length of Notice
- Statutory Notice Requirement
- Notice of Termination
- Termination Without Notice
- Misconduct and Termination
- Abandonment of Work
- Contract Deemed Broken by Employer / Employee
- Contract of Service Letter

MODULE 3 –

TERMS & CONDITIONS

- Job title / position
- Date of commencement
- Rate of pay- wages, salary and wage period
- Allowances / Benefits
- Working hours, rest day/off day, holidays and leaves
- Probation / Probation period and confirmation
- Notice of termination
- Statutory contributions / Deductions of wages/salary
- Transfer/relocation

- Cross duties
- Conflict of Interest
- Confidentiality
- Restriction During Employment
- Retirement age

MODULE 4 –

DRAFTING OFFER LETTER

- Opening and Basic Information
- Job-Specific Information
- Benefits Information
- Paid Leave Information
- Terms of Employment
- Closing
- Legal Review

MODULE 5 –

HR POLICY & HANDBOOK

- Understanding the Company Policies
- The Scope In The Policies & Handbook
- Essential Elements in Drafting a Company Policy & Handbook
- Obtaining Endorsement & Developing a Review Process
- Do's And Don'ts of A Handbook
- Sample Handbook

MODULE 6 –

PROBATION AND TERMINATION / RESIGNATION

- Definition of probation
- Types of probation
- Rights of a probationer
- Breach of contract by employer
- Breach of contract by employee
- Other situations for termination of employment
- Forced resignation
- Option to resign

Enquiries – please contact Ms Nicole / Ms Divya / Pn Eda / Ms Harvindar

☎ (05) 548 8660 📠 (05) 548 8221 ✉ fmmperak@fmm.org.my

.... **COURSE DETAILS**

Date **September 26 & 27, 2022 (Monday & Tuesday)**
Time **8.45am - 5.00pm**
Platform **Remote Online Learning via Zoom**
Medium of Instruction **English**
CPD: **14 hours**
Fees **Members RM689.00/pax** **Non-Members RM848.00/pax**
(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)

- ❖ *Download and install ZOOM app on your laptop/desktop before the Webinar session*
- ❖ *Good Internet / Wi-Fi connectivity*
- ❖ *Username and Password will be provided upon confirmation of Webinar session*

.... **ADMINISTRATIVE DETAILS**

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on **First-Come-First served** basis.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **SBL Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

CANCELLATION

- Must be in **Writing with Reasons**
- **7 days** before the course – **No payment charged**
- **3 – 6 days** before the course - **50% payment charged**
- **< 3 days** before the course – **Full payment charged**
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

~ **Registration Form** ~

Closing Date: SEPTEMBER 19, 2022

BEST EMPLOYMENT PRACTICES: OFFER LETTERS, EMPLOYEE HANDBOOK, PROBATION AND TERMINATION / RESIGNATION

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

| | | | |
|----|------|-------------|--|
| 1. | Name | Designation | |
| | | HP No | |
| | NRIC | Email | |
| 2. | Name | Designation | |
| | | HP No | |
| | NRIC | Email | |
| 3. | Name | Designation | |
| | | HP No | |
| | NRIC | Email | |

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING under SBL-Khas Scheme**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____ Designation: _____
Company: _____ Tel: _____ Fax: _____
Address: _____
Email: _____ FMM Membership No _____