



PRACTICAL ASPECTS OF HUMAN RESOURCE MANAGEMENT

SBL
SCHEME
100%

In-House Training Available

INTRODUCTION

This programme is designed to assist a new Human Resource Practitioner or one who is in the developmental stage of his / her career. The programme discusses practical issues of Human Resource Management in relation to the Employment Act, Malaysian Human Resource practices and policies and decisions of the court. The course will also guide participants with actual sample letters and formats that they could use as a guide in their respective workplaces.

CONTENTS

- Selection and Appointment of New Employees
- Probationary Period
- Resignation
- Wages
- Hours of Work
- Shift Work
- Managing Leaves of Absences
- Performance Appraisal
- Managing Poor Performance
- Employment of Women
- Retirement
- Meaning of Employee as Per Schedule 1 of the EA
- Labour Court and Industrial Court

OBJECTIVES

At the end of the programme, participants will be able to:

- know the importance of selecting the right candidate in accordance with the job description and person specification;
- know the importance of the correct completion of “application for position” format;
- provide the importance of a structured orientation program for new employees;
- provide the importance of employee education of employee handbook, Union Collective Agreement, code of conduct, company rules and regulations;
- assist the participant in ensuring that no important item / activity is overlooked which may cause some industrial relations issues at a later point; and
- provide the step of the resignation.

WHO SHOULD ATTEND

Managers, Executives, Officers, Supervisors and new Human Resource Practitioner. Those who are new to the personnel function will also benefit from this programme.

FACILITATOR

Ms Vilasini Menon has been a Human Resource and Industrial Relations Practitioner for a span of 20 years. Having worked with Sime Darby Plantations, TV3 and Colgate-Palmolive (M) Sdn Bhd, Vilasini has been involved with recruitment, management of employee compensation and benefits, human resources systems, disciplinary and counseling issues, collective bargaining and several other areas in HR management. She held the position of Industrial Relations Manager in Colgate-Palmolive and was appointed the Company Secretary/Legal Manager in the last three years of her tenure with them. Vilasini subsequently left Colgate-Palmolive to embark on a legal career. She underwent a period of pupillage with Messrs Shook Lin and Bok and later set-up a legal practice.

Vilasini holds the Institute of Chartered Secretaries and Administrators as her first degree and also a Law degree from the University of London. She also holds the Certificate in Legal Practice from the CLP Board, Malaysia. Vilasini is also a panel trainer for the Human Resource, Malaysian Employment Law and Industrial Relations Practices in Malaysia Modules of Certificate and Diploma programmes conducted at the FMM Institute in Kuala Lumpur, Seremban and Melaka.

ADMINISTRATIVE DETAILS

Dates : **May 18-19, November 16-17, 2011**

Time : 9.00 am – 5.00 pm

Venue : FMM Institute
Wisma FMM, 2nd Floor
No. 3, Persiaran Dagang
PJU 9 Bandar Sri Damansara
52200 Kuala Lumpur

Fees : FMM Members – RM850 per participant
Non Members – RM1,100 per participant

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

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 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 5 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.

10% discount is applicable for registration of three (3) or more participants from the same organisation and of the same billing source.

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.

*For further enquiries, please contact: Ms Ravathi/Pn Hafifah, **FMM Institute***

Tel: 03-62867200

Fax: 03-62756064/62776712

Website: www.fmm.edu.my

REGISTRATION FORM

PRACTICAL ASPECTS OF HUMAN RESOURCE MANAGEMENT

FMM Institute

Kuala Lumpur

The Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712 / 62756064

Please tick (√) accordingly:

PSMB Scheme

SBL

Non-Contributor

Require vegetarian meal

Yes

No

May 18-19, 2011

November 16-17, 2011

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.	

(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: _____

Address: _____

FMM Membership No.: _____ My Corporate Identity No.: _____

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