



FMM Institute (475427-W)



TRAINING
PROGRAMMES

FMM-Inst / PB / 04 / 12

March 29, 2012



To: Directors / Managers / Executives / Officers of Human Resource / Personnel Departments

FMM Institute Perak HR/IR Workshop on
“Latest Amendments to the Employment Act 1955”



Wednesday, May 16, 2012 9:00 am – 5:00 pm Silverstone Berhad

FMM Institute Perak is organising a one-day Workshop to **update and provide guidance to HR practitioners on the latest amendments to the Employment Act.** The Act contains **22 amendments, 17 new provisions and 2 sections repealed** which were passed by Dewan Rakyat on October 6, 2011.

FMM HR/IR Advisor, Mr. Heng Poh Suan is the facilitator for this workshop.

We invite you to read our enclosed brochure for more details. As places are limited, register early to avoid disappointment.

Should you need further information, please feel free to contact me at telephone no. 05-548 8660 or fax no. 05-548 8331 or e-mail: fmmperak@fmm.org.my

**Louis Gnanapragasam, A.M.P.
Senior Manager
FMM Institute Perak**

LG

*Not a FMM member yet? Be Heard, Be Represented! Join FMM Today.
For details, call Louis / Daniel / Mahinder / Nicole at tel. no: 05-5488 660*

FMM Institute Perak HR/IR Workshop on "Latest Amendments to the Employment Act 1955"



Wednesday, May 16, 2012 9:00 am – 5:00 pm Silverstone Berhad

...Programme...

9:00am	Amendments to the Employment Act, 1955
10:30am	Tea- Break
10:45am	Amendments to the Employment Act, 1955
1:00pm	Lunch
2:00pm	Amendments to the Employment Act, 1955
3:30pm	Tea-Break
3:45pm	Amendments to the Employment Act, 1955
5:00pm	End of Workshop

...Trainer...

Mr. Heng Poh Suan, who is currently **Federation of Malaysian Manufacturers (FMM) HR/IR Advisor** holds a Diploma in HR Management and has 29 years of experience in the practice of HR and IR Management. He also has more than 20 years of experience in the fields of Labour Legislations, Court Procedures, Industrial Relations and General Laws. He started his career as a Labour Officer and later move on as a Senior IR Officer under the Ministry of HR before joining the MEF as an Industrial Relations Consultant. In the past, he has conducted various courses such as Employment Act, IR Act, Trade Union, Malaysian Labour Law, Case Presentation at Labour/IR Court Proceedings, Domestic Inquiry and Disciplinary Procedures organized between the Industrial Relations Dept and Employers, Employers' Organizations, FMM Institute and MEF.

...Who Should Attend...

Directors, Managers, Executives, Officers and any personnel that deals with HR matters on behalf of their companies.

...Administrative Details...

Date (Day): **May 16, 2012 (Wednesday)**
 Time: **9:00 am – 5:00 pm**
 Venue: **Silverstone Berhad
 Lot 5831, Kamunting Industrial Estate II,
 34600 Kamunting, Taiping
 Perak Darul Ridzuan**
 Fees: **FMM Members – RM300/participant
 Non-Members – RM400/participant**
(Fees include Course Materials, Refreshment, Lunch)

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 **programme** 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.

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.

For further enquiries and registration, please contact:

Mr. Louis Gnanapragasam

Tel. No.: 05-548 8660 Fax No.: 05-548 8221 E-mail: fmmperak@fmm.org.my

FMM Institute Perak HR/IR Workshop on "Latest Amendments to the Employment Act 1955"

REGISTRATION
FORM

Wednesday, May 16, 2012 9:00 am – 5:00 pm Silverstone Berhad

The Senior Manager
 FMM Institute Perak (475427-W)
 No. 1, Lorong Raja DiHilir
 30350 Ipoh
 Perak Darul Ridzuan
 ☎: 05-548 8660 ☎: 05-548 8331
 ✉: fmmperak@fmm.org.my

Closing Date:
May 9, 2012

(Attn: **Rozita**)

Dear Sir,

Please register the following participant(s) for the above workshop:

	<u>Participants' Name(s)</u>	<u>Designation(s)</u>
1.
2.

(Please attach a separate list if space is insufficient)

Enclosed is our cheque/bank draft no. for RM..... being payment for the registration of participant(s) made in favour of the 'FMM Institute'.

Submitted by:

Name:
 Designation:
 Company:
 Address:

Tel No.: Fax No.:

E-mail: Membership No.: