



FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-62776712 E-mail: nora@fmm.org.my / norsyamira@fmm.org.my



FMM Certificate in Industrial Relations Management and Practices in Malaysia

SBL SCHEME

The objective of the programme is to develop potential human resource practitioners within your organisation so as to contribute significantly to the development of the industrial relations functions.



COURSE OBJECTIVES

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

- Understand the development and functions of the Trade Union
- Be equipped with the pertinent regulations governing key human resource issues under the Industrial Relations Act 1967
- Gain an understanding of the process of collective bargaining
- Learn what constitutes misconduct and how the domestic enquiry procedures and process work
- Understand the role of the Industrial Court
- Be familiar with some common trade disputes and industrial actions taken

ENTRY REQUIREMENTS

- Minimum MCE/SPM/SPVM education level
- Minimum 1 year working experience

WHO SHOULD ATTEND

Human Resource Personnel who want to acquire an in-depth knowledge and application of Industrial Relations Management in an organisation.

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 14 or more working days before the start of the programme. Cancellation received 7 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 0 – 6 working days 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.

COURSE STRUCTURE

Contact Days/Hours	: 4 days / 28 hours
Lecture Days	: Saturday & Sunday

Evaluation

Assignment	100 %
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ADMINISTRATIVE DETAILS

Date : **April 13, 14, 20 & 21, 2020**
 Time : 9.00 pm – 5.00 pm

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

Fees : Member **RM 2,650.00** per pax
 Non-Member **RM 3,180.00** per pax
(Inclusive of 6% service tax)

(Refreshment and lunch will be provided)



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COURSE CONTENTS

Day 1

- **Trade Unions**
- **Industrial Relations Act 1967**
 - **Trade Disputes & Industrial Actions**
 - **Industrial Court**

Day 2

- **Collective Bargaining Process**

Day 3

- **Employee Misconduct and Disciplinary Action**

Day 4

- **Domestic Inquiry Procedures**

TRAINER

Mr Heng Poh Suan is currently the Human Resource/Industrial Relations Advisor of The Federation of Malaysian Manufacturers. He joined the Labour Department as a Labour Officer and was later promoted to Assistant Director of Industrial Relations, Industrial Relations Department.

With 30 years of working experience in the Labour Department and Industrial Relations Department, he has represented employers in the Labour and Industrial Courts and also Conciliation meetings held at the Industrial Relations Department. As the Human Resource/Industrial Relations Advisor, his responsibilities include giving advice and guidance to member companies on labour laws and industrial relations matters, representing members at Labour Department, prepare and attend cases on behalf of member companies at Labour Court in addition to reviewing and negotiating Collective Agreements for member companies.

He has been conducting public as well as in-house training programmes relating to employment laws, discipline and misconduct and domestic inquiry procedures for companies.



REGISTRATION FORM

FMM Certificate in Industrial Relations Management and Practices in Malaysia

Date: April 13, 14, 20 & 21, 2020

Venue: FMM Institute, Kuala Lumpur

(To be completed in BLOCK LETTERS)

A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : _____ NRIC No. _____

Designation : _____ Name of Company : _____

Permanent Address : _____

Correspondence Address : _____
(if different from permanent address)

Tel No. (H) : _____ (O) : _____ Fax No. : _____

E-mail Address : _____ H/P No: _____

Date of Birth : _____ Sex : _____ Age : _____ Nationality : _____ Race : _____

B. EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended		Highest Qualification Obtained
	From	To	
Secondary : _____	_____	_____	_____
College / University : _____	_____	_____	_____
Any Special Professional Course : _____	_____	_____	_____

C. SPONSORSHIP

Company Sponsored Self Sponsored Please Tick (✓)

D. SUBMITTED BY (To be filled if sponsored by company)

SBL Non Contributor Please Tick (✓)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ My Corporate Identity No : _____

E. DECLARATION

I hereby declare that the information provided is correct and complete.

Signature of Participant: _____ Date: _____

Payment Advice:
Enclosed cheque/bank draft No. _____ for RM _____ being payment for _____ participant(s) made in favour of "FMM Institute".

Please fax or mail the registration form to:

Pn. Nora / Pn. Norsyamira

Tel : 03-62867200 Fax : 03-62776712

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