Practical Aspect of Human Resources Management

INTRODUCTION

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

METHODOLOGY

Lecture, Power-point presentations, use of flip charts, Whyte board, discussion of case laws, Case Studies, Quizzes, Pre and Post Assessment Tests.

WHO SHOULD ATTEND

This course is specially designed for HR Practitioners, Line Managers, Supervisors and Executives.

REQUIREMENT

Participants are advised to bring their calculators along as there will be simple exercises of calculation of overtime leave etc.
Day 1

Selection and Appointment of new employees
- Importance of selecting the right candidate in accordance with the job description and person specification.
- Importance of the correct completion of “Application for position” format
- The value of references
- Contract of employment – Style & contents
- Pre-employment medical check-up
- Importance of a structured orientation program for new employees
- Importance of employee education of Employee Handbook, Union Collective Agreement, Code of Conduct, Company Rules & Regulations
- Medical declaration by employee and drug testing policy
- Beneficiary nomination
- Personal File

TEA BREAK

Probationary period
- Legal status of a probationer
- Non-confirmation – legal implications & discussion of case laws
- Format of assessment of probationer & tracking of progress
- Format of a letter extending probationary period
- Managing Poor Performance of a Probationer

Resignation
- Processing a resignation
- Conducting an exit interview
- Legal implications of forced resignations

LUNCH

Wages
- Mode of Payment of wages
- Timing of payment of wages
- Payment of wages upon termination
- Statement of Wages
- Recovery of overpayment
- Lawful deductions
- 50% ruling
- Application for deductions outside the list of lawful deductions in the EA
- Management of request for deductions made by 3rd party or by a court order
- Priority of wages over other debts
- Treatment of wages while employee is in police custody

TEA BREAK

Hours of work
- Hours of work stipulated in the EA and the exceptions
- Requirement of Rest Days & Public Holidays
- Ordinary Rate of pay – how it is calculated
- Overtime Work
- Work on rest days and public holidays
- Limitation of hours for overtime work
- Cases of substitution of Public Holidays and Rest days – Calculation of overtime.
• Refusal to work overtime – how to handle this situation

**Shift Work**
• Duty Roster
• Shift Working hours
• Staggered Rest Days vs fixed Rest Days
• Overtime work beyond shift hours
• Transport for shift workers

**Day 2**

**Managing leaves of absences**
• Annual Leave
• Sick Leave & Hospitalization

**TEA BREAK**

**Performance Appraisal**
• Importance of Managing the Performance Appraisal Systems
• Keeping track of Performance Documentation
• Using it as a tool for training, promotion etc

**Managing Poor Performance**
• What is identified as a Poor Performer?
• The importance of building a case
• Criteria for termination of a poor performer
• The Don’ts in managing a poor performer

**LUNCH**

**Employment of Women**
• Prohibitions in relation to working hours & conditions of work
• Application for exceptions to the above and conditions that will be imposed
• Maternity Protection

**Retirement**
• Retirement Age and related issues
• Managing extension of service after retirement
• Preparing an employee for retirement – retirement orientation

**TEA BREAK**

**Module 12 – Meaning of employee as per Schedule 1 of the EA**
• Interpretation of Schedule 1
• Interpretation of “Manual Work”
• Recent legal developments on the interpretation of manual work in relation to some job positions in the industry and its effects.

**Module 13 – Labour Court and Industrial Court**
• Type of issues referred to the above courts
• Limitation period for lodgments of complaints
• Types of redress/ compensation
**FACILITATOR**

Ms Vilasini Menon is an experienced Human Resources Practitioner with more than 20 years of experience in the field of Human Resource Management (HRM) and Industrial Relations (IR). Vila (as she prefers to be referred as) was initially a Chartered Company Secretary by profession. She embarked on her career in the field of HRM and IR out of interest in the field.

Vila commenced her career in Sime Darby Plantations and later moved on to Sistem Televisyen Malaysia (TV3). In addition to the experience acquired in the previous two establishments, her career in the Human Resources Department in Colgate-Palmolive (M) Sdn Bhd provided her a wealth of experience in Compensation and Benefits, HR Systems, Training and Industrial Relations. She was also involved in Union Negotiations as well as in the Company’s disciplinary management. She has also served as Company Secretary in Colgate-Palmolive for 3 years where she handled the portfolio of advising on legal aspects of Industrial Relations as well as managing the organization’s Company Secretarial Matters and Employee Share Option Scheme.

Whilst in Colgate-Palmolive, she pursued a Law Degree and the Certificate in Legal Practice. She subsequently moved on to do the Pupillage (Chambering) for a period of 9 months at Messrs Shook Lin and Bok, an established legal firm in Kuala Lumpur. During her Pupilage, she had the privilege of working on Labour and Employment matters. Having completed the pupilage in March 2004, Vila was called to the Malaysian Bar in May 2004. She now practices as an Advocate & Solicitor and manages a Legal Firm in Subang Jaya.

**REGISTRATION DETAILS**

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.

**REGISTRATION FORM**

Practical Aspect of Human Resources Management
19-20 October, 2020

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Company Name & Address:

Tel No: ___________________________ Fax No: ___________________________

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FMM INSTITUTE (475427-W) NEGERI SEMBILAN BRANCH
Federation Of Malaysian Manufacturers (FMM) Negeri Sembilan Branch
No 123, Jalan S2 D31, City Center,
Seremban 2, 70300 Seremban Negeri Sembilan
Kindly contact: (Attn : Ms Liza or Ms Linda)
E-mail: aliza@fmm.org.my or haslinda@fmm.org.my