FEDERATION OF MALAYSIAN MANUFACTURING
NEGERI SEMBILAN BRANCH
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NSB/08/2026
April 9, 2026

FMM
FEDERATION OF MALAYSIAN MANUFACTURING

WEBINAR ON

THE RIGHT APPROACH FOR AN EFFECTIVE DOWNSIZING

Learn to implement retrenchment responsibly, protecting people and business alike.

Closing Date: June 3, 2026



JUNE 4, 2026 (THURS)
9.00AM - 5.00PM

zoom

ENGLISH / BAHASA MALAYSIA

TARGET PARTICIPANTS

HR Professionals & Managers | Business Owners & Executives | Legal & Compliance Officers | Finance & Operations Managers | Employee Relations & Union Representatives

FMM Webinar on
The Right Approach for an Effective Downsizing

9.00AM - 5.00PM | **4 JUNE 2026** | **via ZOOM**

COURSE INTRODUCTION

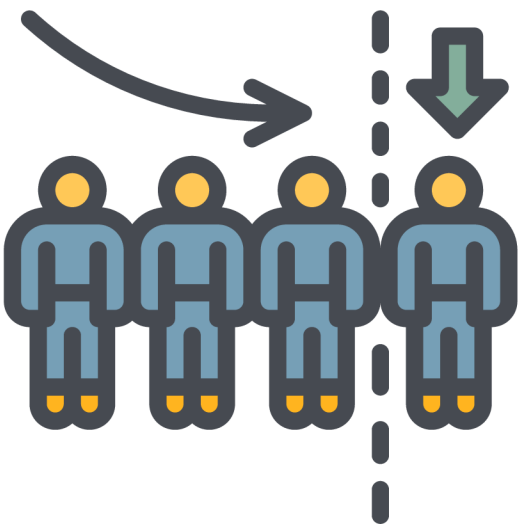
In today's dynamic business environment, organisations must continuously adapt to remain competitive and sustainable. Workforce restructuring, including downsizing or retrenchment, can be a strategic step towards improving efficiency, realigning business priorities, and ensuring long-term organisational resilience. This seminar provides a structured and responsible approach to managing retrenchment, focusing on fairness, transparency, and compliance with labour regulations. Participants will gain practical knowledge on how to plan and implement workforce adjustments professionally, while preserving employee dignity, maintaining morale, and safeguarding the organisation's reputation.

COURSE OBJECTIVES

- To have a better understanding of the provision in the Employment Act 1955 (Amendments 2022) in relation to Lay-offs and retrenchment.
- To acquire knowledge and best practices on how to apply those relevant sections of the law, especially during retrenchment.
- To be aware of the Do's and Don'ts of Retrenchment Procedures.
- To ensure that policies implemented in their organisations do not flout the laws of the various legislations in the country.

SPEAKER'S PROFILE

Mr Heng Poh Suan started his career as a Labour Officer in Kuala Kangsar in 1975. In 1983 he was transferred to the Industrial Relations Department. He was the Assistant Director of Industrial Relations from 1983 till 2001. In 2005 he joined the Federation of Malaysian Manufacturers as their Human Resource / Industrial Relations Advisor. He had been conducting public as well as in house training programs relating to employment laws, discipline & misconduct and domestic inquiries procedures for member companies. In his capacity as the HR/IR Advisor in FMM, he was advising member companies on the compliance and implementation of the various labour legislations, disciplinary issues as well as issues arising out of their collective agreements with their unions. He left FMM at the end of June 2021 and is currently a freelance Training Facilitator and Industrial Relations Consultant.



COURSE CONTENT

TIME	PROGRAM DETAILS
8.45AM	Participant's ZOOM Log-In
9.00AM	• Redundancy and Retrenchment • Reasons for Retrenchment
10.30AM	Morning Break
10.45AM	• Steps to be taken before retrenchment • Measures to be taken if retrenchment takes place • Selection process
1.00PM	Lunch Break
2.00PM	• Legal Obligation • Code of Conduct for Industrial Harmony (LIFO) • Voluntary Separation Scheme (VSS) & Mutual Separation Scheme (MSS)
3.30PM	Afternoon Break
3.45PM	• Unpaid Leave / Pay Reduction • Wage Subsidy Program • Calculation of Retrenchment Benefits • Consequences of Unjustified Retrenchment • Courts Awards
5.00PM	End of Session

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PARTICIPATION FEE *(Inclusive of 8% SST)*

Member **RM 594.00 per pax**

Non - Member **RM 691.20 per pax**

PAYMENT METHOD

1) HRDCORP GRANT (SBL - KHAS SCHEME)

- No payment to FMM.
- Fund must be sufficient. Fee will be deducted from the employer's HRDCorp contributions.
- Full payment is to be made to FMM in the event that no disbursement from HRDCorp under any circumstances.

2) DIRECT PAYMENT TO FMM via Online Banking / Cheque

Payee Name: **FEDERATION OF MALAYSIAN MANUFACTURING**

Bank Name **: Malayan Banking Berhad**

Account No **: 505176510151**

SST Registration No **: W10-1901-32000105**

***To provide FMM with the payment slip / advice once payment has been made.*

REGISTRATION

- All registration together with the payment should be made before the event date.
- Registration is on a first-come-first-serve basis.
- For SBL-KHAS Scheme, an attendance of 100% is a must, otherwise employers will be billed in full.
- For SBL-KHAS Scheme, grant approval must be provided to FMM at least 3 days before the event date.
- Upon submission of the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- Certificate will only be issued upon full disbursement from HRDCorp / payment from employer.

REPLACEMENT/CANCELLATION/NO SHOW

- Must be made in writing with reasons to FMM.
- Full payment fee will be charged by FMM for cancellation within 2 days prior to the event
- Participants who **did not turn-up will be charged full payment.** Invoice will be sent to the employer after program ends.
- Replacement can be accepted at no additional cost.
- FMM reserves the right to cancel or reschedule the program. All efforts will be taken to inform participants of the changes.

REGISTRATION FORM

FMM Negeri Sembilan (Attn: Ms. Eyda/Ms. Niza) Email: herdawaty@fmm.org.my / niza@fmm.org.my

Tel No: 06-603 1626
Fax No: 06-603 1628

1) Name : .....
Designation : .....
E-mail : .....
NRIC : .....

2) Name : .....
Designation : .....
E-mail : .....
NRIC : .....

3) Name : .....
Designation : .....
E-mail : .....
NRIC : .....

Payment:

Full payment of RM ..... will be made via:-

◯ HRDCorp SBL-KHAS ◯ Online Banking ◯ Cheque

Submitted by: ☐ FMM Member ☐ Non-Member

Name : .....
Designation : .....
Company Name : .....
Membership No. : .....
ROC No. : .....
Tel : ..... Fax : .....
TIN No : ..... SST No. : .....
E-mail : .....
Address : .....
: .....
: .....