

WEBINAR SERIES: **Employment Act with latest Updates - Applications and Implications**

23 May 2024, Thursday
9.00am - 1.00pm
Speaker: MS SERENE YAP

Virtual
Course code: HR230524W1
Closing date: 21 May 2024



**4 CPD
HOURS**

Overview

This program is to explore the applications of Employment Act and the latest amendments and the implications in managing our Human Resources. We will also be reviewing the significant and cost effect of the latest changes to the employment laws affecting your human resource management and employee's interactions.

This workshop will be interactive with real life scenarios and industrial relations case studies and analysis.

Course Objectives

By the end of this program, participants will be able to :-

- Identify the updates and clarify any ambiguities to the Employment Laws and Regulations with the latest amendments or additions
- Explore implications to current requirements and updates and impact to your employment structure and business operations
- Explore the employer's and employee's rights and benefits
- Protect your organization's interest by understanding the effects and implications

Specific Target Market

- Human Resource Managers / Practitioners
- Department Managers / HODs
- HR Executives / Supervisors / Officers / Assistants
- HR Service Providers
- Employers / Business Owners

Methodology

- Interactive Presentation
- Industrial Court Case Studies and Analysis
- Practical exercise / Quizzes
- Questions & Answers

About the trainer: MS SERENE YAP

Serene greatest passion is to share her knowledge and insights to maintaining and increasing the professionalism and competencies of an Organization's Human Assets and to the HR Community. Her hands-on experience in the corporate world has enabled her to impart her knowledge based not only on theory but also based on her own vast working experiences which ensure that you or your employees are able to relate better and able to apply the knowledge and skills to your workplace, immediately and effectively.

Serene Yap, a Human Resource Trainer and Consultant has been enthusiastically involved in all aspects of human capital development for more than 20 years. Serene holds an MBA in General Management, a certified NLP Practitioner by ISNS and a HRD Corp accredited Trainer. Her industry exposure includes property development and management, retail, hospitality, manufacturing, oil and gas, construction sector and consultancy services. During her professional career and as a trainer and consultant, many employees have attained great personal successes in their careers through her guidance, mentoring and coaching. In a similar manner, Serene envisioned to translate her KSA to enhance the competencies and professionalism of the HR Community.

Over the years, **Serene** has developed and conducted many programs, some of which include Payroll Management, Applications of Employment Act, Sabah Labour Ordinance and Sarawak Labour Ordinance, Industrial Relations and Domestic Inquiry, Employment Laws in HR and Termination Procedures, Essential Competencies for Effective HRM, Critical HR Skills for Non-HR Managers, Behavioral-based Interview, Managing Performance, Absenteeism and Misconduct, Developing Effective HR Policies and Employee Handbook, Handling Employee Performance and Misconduct, Termination without Violating the Law, HR & IR Documentations and Procedures, Employment Laws and Documentations in HR, etc.

Course outlines

Employer and Employee Relationship

- Employees covered by the Employment Act 1955
- Increase of Penalty for EA Offences or non-compliance
- Contract of Service Vs Contract for Service
 - Presumption as to who is Employee & Employer
- Apprenticeship Contract
- Prohibition of Forced Labour

Wages

- Minimum Wages Order
- Calculations of Incomplete month of work
- Wage Period and Payment of Wages
- Advances and Lawful Deduction of Wages
- Employment Act 1955, Section 14 (1) & (2)
- Due Inquiry and Suspension

Public Holidays and Rest Days

- Public holiday and Rest day entitlement and payment

Work Hours

- Normal Hours of Work
- Overtime Payment and Computations
- Employment (Part-time Employees) Regulations 2010
- Flexible Work Arrangement

Employee's Leave

- Annual Leave
- No pay Leave computation
- Emergency Leave
- Sick Leave and Hospitalization

Pregnancy and Maternity Protection

- Restriction on dismissal of pregnant employee
- Maternity Leave entitlement
- Paternity Leave

Prevention and Eradication of Workplace Harassment

- Discrimination in the Workplace
- Sexual Harassment in the Workplace

Termination of Contract / Employment

- Minimum Retirement Age Act 2012
- Normal Termination of Employment
- Employment Act 1955, Section 15 (2)
- Self-termination / Abandonment of employment
- Termination and Layoff Benefits Regulations 1980

Employment Trade Dispute

- JPP (Industrial Relations Department)
- JTK (Labour Department)
- Powers of the Labour Court
 - IR Act (Amendment) 2020

WEBINAR FEE

Category	Early Bird Fee per person (RM) (applicable for participant who register and pay before 9/5/2024)	Normal Fee per person (RM)	Group Fee per person (RM)* (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	290	340	310
Non member	440	490	460
Retired MAICSA member	170	170	170
MAICSA Member's staff***	400	400	400

Fee includes course materials in digital form and e-certificate.

Registration with HRDCorp grant, **the NORMAL FEE will apply. Discounted fee is NOT applicable.**

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- ** (i) applicable to the staff of MAICSA member (Sponsoring Staff) of the same organisation and billing
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- (iv) MAICSA Affiliate CANNOT sponsor his/her staff.

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Email: training@maicsa.org.my

Tel: **03-2282 9276 (ext 804)**

Attention: Ms Shafika

- Fee is payable to **MAICSA**

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Individual Registration: Full payment shall be made AFTER you have done the online registration.

Company Registration: Full payment shall be made 7 days **BEFORE** the webinar.

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
- **NO Letter of undertaking is accepted.**

Upon successfully registration, you are deemed to have read and accepted the terms and conditions.

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WEBINAR ACCESS LINK

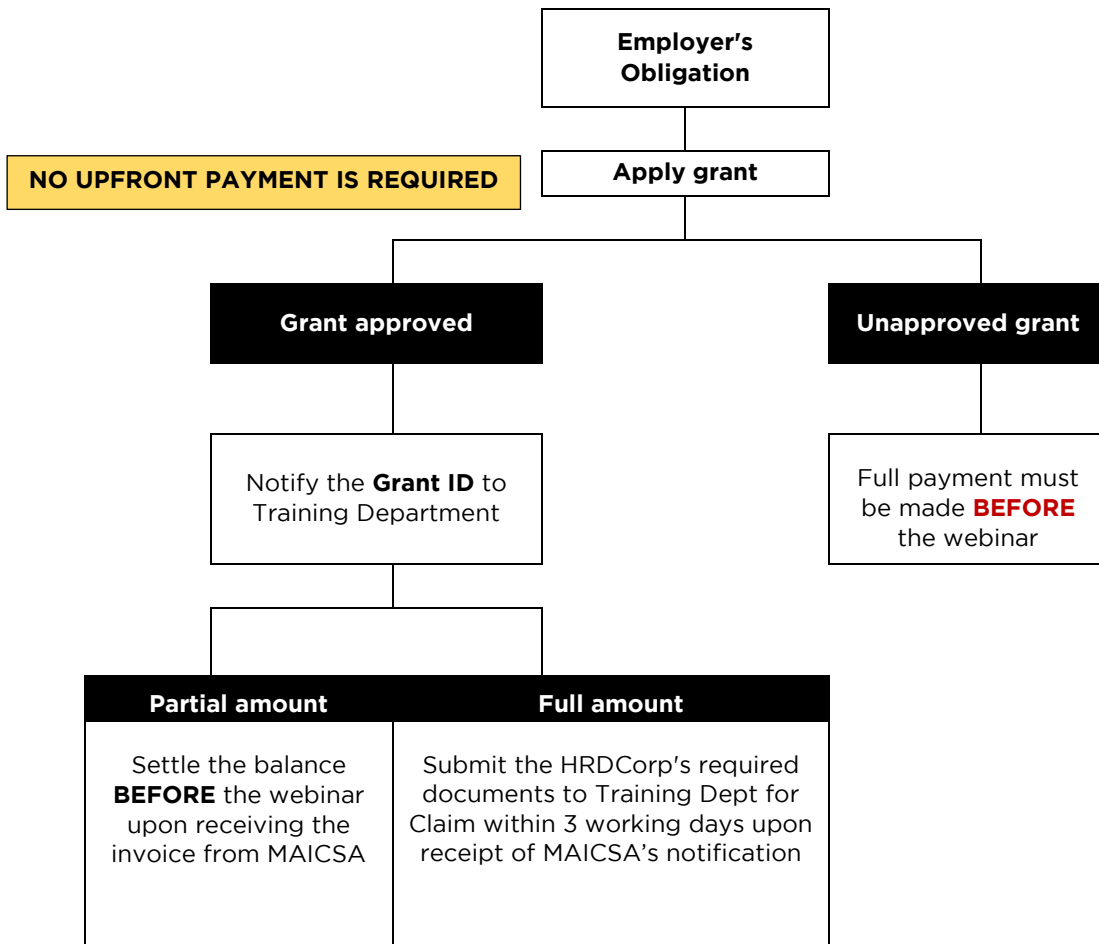
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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REMOTE ONLINE TRAINING (PUBLIC)**



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- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations include registrations with HRDCorp grant will also be liable for full payment of the registration fee.
- Replacement of participant and transfer of webinar are not acceptable.

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- Participants will be issued with an e-certificate of attendance and full payment and awarded CPD hours upon strict compliance of the following terms:
 - Remain logged in at least 75% of the time allocated for the webinar,
 - Submit the feedback form within 3 days after the completion of the webinar
- Delegates may check their E-certificates from this link <https://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendancee-confir-mation-letter-of-attendance> within 5 working days after the webinar.
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