

WEBINAR SERIES:

Termination Without Violating the Law

19 June 2024, Wednesday
9.00am - 1.00pm
Speaker: MS SERENE YAP

Virtual
Course code: HR190624W1
Closing date: 17 June 2024



Overview

Today, employer and employee relationship has become complex, driven by triggered evolution or unprecedented global crisis, and governed by various legislations which need to be understood and comply within the latest amendments or additions. Hence, employer must conduct their employer's and employee's relationship within the parameters to avoid costly claims by disgruntled employee.

This workshop will be interactive with real life scenarios and Industrial Relations Court case studies and analysis to ensure that you understand the right ways of handling disciplinary and termination procedures, and to effectively apply them in your workplace immediately.

Course Objectives

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

- Handle disciplinary and termination of employment procedures effectively, and in compliance with the relevant Malaysian Employment Laws
- Explore the employer's and employee's rights
- Identify the loopholes open to employees
- The effects of triggering evolvment and unprecedented global crisis to your HR Management & procedures and decision-making process

Specific Target Market

- Human Resource Managers / Executives / Supervisors / Officers
- Factory Managers / Branch Managers / Outlet Managers
- Heads of Departments / Line Managers
- Supervisors / Team Leaders
- Employers and Business Owners

Methodology

- Interactive Presentation
- Industrial Court Case Studies and Analysis
- Practical Exercises
- Questions & Answers

About the trainer: MS SERENE YAP

Serene Yap, a Human Resource Trainer and Consultant, a certified Master Class Trainer has been enthusiastically involved in all aspects of human capital development and management for more than 20 years. Serene holds an MBA in General Management, a certified NLP Practitioner by ISNS and Serene is also a PSMB approved Trainer. Her industry exposure includes property development and management, hospitality, medical, 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 develop the competencies and performance level of your employees. List of companies benefited are NGA Human Resources, Symphony Corporate House, MAICSA, Bank Negara Malaysia, DRB-Hicom, Proton, Petronas, Boustead Petroleum, Telekom Malaysia Bhd, Celcom Timur (Sabah) SB, ARH JurukurBahan SB, The Raintree Club, Parex Group, KLIA, Firefly, Massimo, Top Baker, Naito-Asia, Malaysia Steel Works KL Bhd, INTI University, Multimedia University, Sabah Ports, Suria Capital Holdings Bhd, Lembaga Pemegang Amanah Taman-Taman Sabah, KPJ Health Care, Columbia Asia Hospital, Lion Properties, Mahkota Hotel, Swiss Garden Beach Resort, etc.

Serene has successfully conducted the following Consultancy projects to enhance the agility and best practices of an organization i.e HR Audit, HR Policies & Procedures and Employee Handbook, Retrenchment Strategy and Execution, HR Department Startup and Coaching. Over the years, Serene has developed and conducted many programs, some of which include Employer's and Employee's rights in Human Resource Management, Legal Issues in Human Resource Management, Payroll Management, Developing Effective HR Documentations, SOPs and Employee Handbook, The Essential Competencies for Effective HRM, Critical HR Skills for Non-HR Managers, Behavioral-based Interview, Competencies TNA, Effective Applications of Employment Act, Sabah Labour Ordinance, Developing Effective Employee Handbook, Handling Employee Misconduct and Domestic Inquiry, Essential Skills for Personal Assistants & Secretaries, etc.

Course Outlines

- ❖ **Employer's and Employee's Rights and Obligations**
 - Employer's Implied Obligations
 - Employee's Implied Obligations
- ❖ **Employer's Rights Pertaining to Poor Performance**
 - Managing Probationers
 - Managing Poor Performers
 - Permissible Action
 - Setting and Communicating Standards
 - Assessing of Performance
 - Counseling / Caution / Warning
 - Training and Opportunities for Improvement
- ❖ **Employer's Rights Pertaining to Discipline**
 - Application of Section 14 (1) & (2) of the Employment Act 1955
 - Due Inquiry
 - Suspension
 - Permissible Disciplinary Action
 - Enforcement of Discipline - A Managerial Function
 - Communicating of Disciplinary Rules
- ❖ **Termination of Contract / Employment**
 - Minimum Retirement Age Act 2012
 - Normal Termination of Employment
 - Termination without notice
 - Breach of Contract
 - Employment Act 1955, Section 15 (2)
 - Self-Termination
 - Abandonment of employment
 - Dismissal due to Misconduct
- ❖ **Employer and Employee Rights on Retrenchment**
 - The Code of Conduct for Industrial Harmony 1975
 - Termination and Layoff benefits Regulations 1980
 - JTK Compliances and documentations
- ❖ **Employment Trade Dispute**
 - Constructive Dismissal
 - Unfair Dismissal / Wrongful Dismissal
 - JTK (Labour Department)
 - JPP (Industrial Relations Department)

WEBINAR FEE

Category	Early Bird Fee per person (RM) (applicable for participant who register and pay before 5/6/2024)	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.**

MAICSA Member's Staff

- ** (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 805)**

Attention: Ms Nor Falati

- Fee is payable to **MAICSA**

PAYMENT MODE:

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Please email the bank-in slip/ transfer advice to training@maicsa.org.my or fax to 603-2283 4492, for our verification and record.

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.

TERMS & CONDITIONS FOR WEBINARS

WEBINAR ACCESS LINK

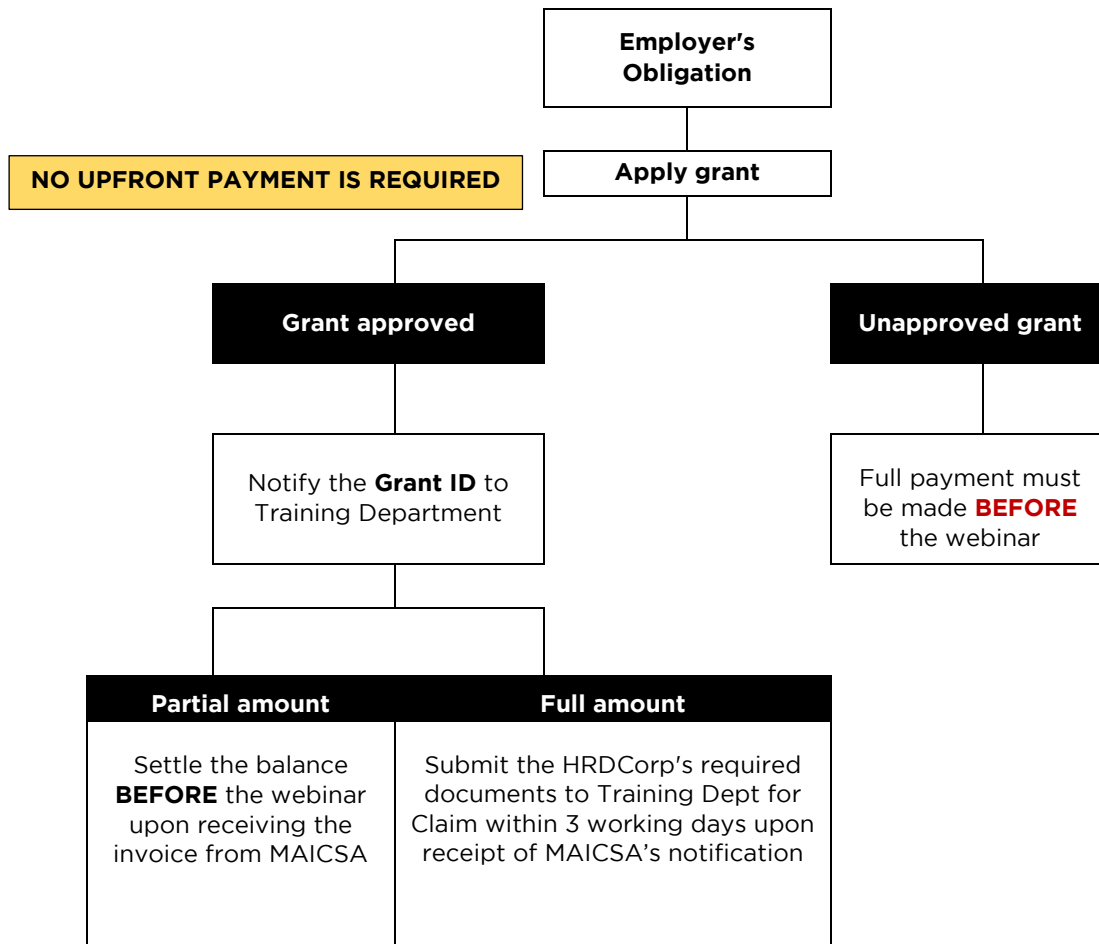
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

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REMOTE ONLINE TRAINING (PUBLIC)**



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Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations include those registrations with HRDCorp grant will also be liable for a 20% administrative charge.
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- 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-confirmation-letter-of-attendance> within 5 working days after the webinar.
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