



EMPLOYMENT ACT AMENDMENTS & ITS APPLICATION

HRDCorp Claimable Courses

Duration: 1 Day

Time: 9.00am to 5.00pm

Venue:

**Kuala Lumpur Golf & Country Club, Bukit Kiara
Kuala Lumpur**

(To emphasize the strategy and impacts of change management, the change process and obstacles and resolutions to changes)

INTRODUCTION:

“People don’t resist change. They resist being changed!”

– Peter Senge –

The laws that cover most employees are the Employment Act 1955. This is a “must know” piece of legislation firstly for the HR specialist and secondly for all HR Managers and Executives who manage employees in all industries. This is a very detailed program starting from the drawing of employment contracts to the termination of employment. It covers all the obligations and limitations of both employers and employees, especially managerial and supervisory level who are directly supervise their subordinates during the tenure of employment and the human and legal approaches in an application of the Employment Act 1955 and other related Acts.

This program is specially designed with an insight into the provisions of the current Employment Act 1955, and to update the participants regarding the amendments and new provisions contained in the Employment (Amendment) Act 2022 so that proper planning and adjustment could be make for the compliance of the new or amended provisions as well as statutory requirements such as MTD, EPF, SOCSO and EIS.

HOW WILL YOU BENEFIT:

Upon completion of this programme, the participants will be able to:

- ✚ Understand the requirements of the Employment Act 1955
- ✚ Understand statutory contribution, duties, and responsibilities under respective acts.
- ✚ Expose to the latest amendments of the Acts.
- ✚ Identify the perimeter and rights of an employer/ employee.
- ✚ Be wary of the hefty penalties for non-adherence.
- ✚ Gain confidence in handling of employment matters
- ✚ Convince in implementing the minimum requirements of the various relevant Acts.

PROGRAM OUTLINE

Module 1: Employer and Employee Relationship

- Contract of Service VS Contract for Service
- Definition of Contract of Service under Employment Act 1955
- Employees under the EA 1955 and Workman under the IRA 1967?
- Types of Employment
- Employment (Part – time employees) Regulation 2010
- Minimum benefits and/or entitlements under the EA 1955

Module 2: Wages

- Definition of wages
- Payments and restrictions
- Advances
- Deductions lawful and unlawful
- Liabilities of Principals and Contractors
- Minimum Wages Order (Amendment 2018 & Budget Review 2020)
- Payment of wages for suspension i.e., suspension for misconduct investigation and punishment after Domestic Inquiry

Module 3: Working Hours and Leave

- Rest day
- Maximum working hours
- Overtime
- Public holidays
- Annual leave
- Sick leave and Hospitalization
- Guidelines on performing solat during working hours.
- Non mandatory leaves – emergency leave, unpaid leave, absent without leave etc.

Module 4: Special Sections

- Absenteeism ~ Sect. 15
- Employment (Termination and Lay-Off Benefits) Regulations
- Due Inquiry / Misconduct ~ Sect. 14
- Breach of Contract ~ Sect. 13
- Leaves not under the EA 1955
 - No pay leave computation
 - Emergency leave
 - Absent without approval

Module 5: Employment of Woman

- The restrictions and control
- The qualifications and requirements
- Maternity benefits & maternity leave (paid and unpaid)

Module 6: Employment (Amendment) Act 2022

- Calculation of wages for incomplete month
- Maternity Leave and Allowance
- Termination during pregnancy
- Reduction of working hours
- Paternity leave
- Sick Leave and Hospitalization Leave
- Employment of foreign employees
- Flexible working arrangement
- Discrimination in employment
- Notice of sexual harassment
- Forced labour
- Increase in penalty of offences
- Presumption as to who is an employee and employer

WHO SHOULD ATTEND?

HR Practitioners, HR Managers/Executives/Assistants and those who are interested in the workshop.

METHODOLOGY:

This programme has s designed deliberately structured to test and bring out the best in the teams. It is to combine the best features of “Experiential Learning” with elements of intensive debriefings and reflections. There will be stimulating classroom discussions along with highly intriguing exercises.

Our programs are initiatives which able to encourage people to think to become more innovative. It is not only a knowledge to share, it is also able to a practical experience in actual life. We believe individual behaviour and attitude are the major basic to affect their way in doing work and leading a team. Thus, we design this beneficiary program which involve extensive use of case studies, debriefing, role play, feedback, games and activities, group discussion, lectures, story-telling, brainstorming, structure instruments and etc.

COURSE SCHEDULE (*tentative*)

Time	Modules
08:45am – 09:00am	Registration
09:00am – 10:30am	<ul style="list-style-type: none">• Module 1: Employer and Employee Relationship
10:30am – 10:45am	Tea Break
10:45am – 1:00pm	<ul style="list-style-type: none">• Module 2: Wages• Module 3: Working Hours and Leave
1:00pm – 2:00pm	Lunch
2:00pm – 3:30pm	<ul style="list-style-type: none">• Module 4: Special Sections• Module 5: Employment of Woman
3:30pm – 3:45pm	Tea Break
3:45pm – 4:45pm	<ul style="list-style-type: none">• Module 6: Employment (Amendment) Act 2022
4:45pm – 5:00pm	<ul style="list-style-type: none">• Q & A
5:00pm	End of Program

TRAINER PROFILE

Song Xiu Hui (Camen)

- Bachelor Degree of Hotel Management
- Member of MIHRM
- HRD Corporation Certified Trainer
- IHA Certified Hypnotherapist
- Facilitator
- Human Resources Specialist

Song Xiu Hui also known as Camen is a trainer who very passionate in Personal Development, Leadership and Human Resources Management. She conducted several workshops to the SMEs Human Resources Personnel especially in Employment Act.

Through her experience as Human Resources & Training Manager in SME and multinational companies, she had assisted them in leading their team in achieving Corporate Social Responsibility Score and hit the companies' goals. Not only that, she has also assisted companies' Human Resources Team and SMEs owners to set up the Human Resources Department and consult them in view to avoid from any penalty from Ministry of Human Resources and Industrial Relation cases.

Her passion for the development and transformation of the human potential has led her to involve herself in the area of personal growth and transformation. Her personal learning experience with Experiential Learning has led her to further involve herself in this particular field of learning, which has brought her to more than 9 years of experience in coaching & facilitating team building, leadership & personal development. She facilitates indoor and outdoor training modules designed and customised to an organisation's specific needs. She is also experienced in creating, organising and leading of Treasure Hunts and Races amongst other outdoor company events and trainings.

She is a Licensed and an exempted member of the HRD Corp (Human Resource Development Corporation) certification. Her passion in learning and development has led her to continue upgrading her facilitation, training, coaching and design capabilities with new tools such as Design Thinking, Motivation via Numerology to further enhance and enrich the programs and trainings she creates for her clients and their organisation.

Participation Registration & Fee

Participation Fee: **RM 1,288.00** per person
HRD Corp Claimable Courses

(Fees inclusive of certificate of attendance, welcome morning coffee, 2-tea break and 1-luncheon.)

*In-House Training can be organised upon request.

We have limited seats! Register Now!

To register, email to marketing department at mytrain2@mytrainingmalaysia.com
Registration via online can be done thru our website at www.eliteedge.com.my

ORGANISED BY

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