

**19-20
OCT**

9am-5pm



Symphony Digest

MyCoID: 870359P

EMPLOYMENT ACT

**1955 (AMENDMENT)
2022 FOR HR
PRACTITIONERS**

**RENAISSANCE HOTEL,
JOHOR BAHRU**



FEE: RM2,600

(inclusive of 8%
SST)

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Day 1 : Employment Standards, Contracts and Employee Entitlements

Module 1: Scope and Application of the Employment Act 1955

- Purpose, territorial application and role of the Employment Act 1955 in employment administration
- Scope of employee coverage and provisions applicable to different employee categories
- Distinction between a contract of service and a contract for service

Module 2: Employment Contracts and Terms of Employment

- Written contracts, express and implied terms, and statutory minimum standards
- Key clauses covering duties, place of work, transfer, wages, hours, leave and termination
- Permanent, probationary, fixed-term, temporary and project-based employment arrangements

Module 3: Working Hours, Rest Days and Overtime Administration

- Normal working hours, rest intervals, rest days, shift work and public-holiday work
- Overtime eligibility, approval and calculation principles
- Attendance records and common compliance issues involving project and site-based employees

Module 4: Wages, Deductions and Leave Entitlements

- Payment of wages, wage periods and permissible deductions
- Annual leave, sick leave, hospitalisation leave and public holidays
- Maternity leave, paternity leave and related HR administration responsibilities





COURSE OUTLINE (con't)

Day 2: Employee Relations, Termination and Compliance Management

Module 5: Misconduct, Investigation and Disciplinary Action

- Distinguish misconduct, poor performance, negligence and incapacity
- Investigation, show-cause letters, suspension and domestic inquiry procedures
- Principles of consistency, proportionality, documentation and procedural fairness

Module 6: Termination, Dismissal and Employment Disputes

- Resignation, termination by notice, expiry of contract and dismissal for misconduct
- Retrenchment, lay-off and termination benefits where applicable
- Overview of Labour Department claims and unfair-dismissal risks

Module 7: Workplace Protection and Current HR Responsibilities

- Employer obligations relating to discrimination and sexual harassment
- Handling flexible working arrangement applications and communicating decisions
- Recognising forced-labour risks and strengthening preventive workplace controls

Module 8: Foreign Employees, Inspection Readiness and Compliance Action Planning

- Employment requirements and documentation relating to foreign employees
- Labour Department inspection powers, employer responsibilities and record readiness
- Practical HR compliance review and development of an organisational action plan





Trainer's Profile

The trainer is a seasoned corporate trainer, consultant, and HR professional with over 25 years of experience across industries including finance, education, FMCG, manufacturing, oil & gas, media, and ICT. Holding a Jurisprudence degree from the University of Oxford and certified as an HRD Corp Accredited Trainer, he has extensive expertise in human resources, leadership, talent development, employment law, performance management, and organizational development. He has held senior HR leadership roles and delivers practical, results-driven training in HR, leadership, communication, business writing, body language, and AI applications such as ChatGPT for both public and private-sector organizations.

With him at the forefront, organizations gain the advantage of a seasoned HR professional whose expertise extends beyond theory, delivering practical, results-oriented solutions that empower people, strengthen leadership, improve workplace productivity, and support sustainable organizational growth.

PARTICIPANT DETAILS

ADMIN DETAILS

Name:

Position:

Department:

Contact Number:

Email:

Name:

Position:

Department:

Contact Number:

Email:

Name:

Position:

Department:

Company:

Contact Number:

Email:

Address:

Notes:

- Cancellations made less than 14 days before the training date or non-attendance on the day of training are non-refundable. Substitution is allowed.
- Once registration is confirmed, the client is fully liable for the course fee, regardless of whether payment is made directly or through the HRDC grant, and even if participants do not attend the training.
- Clients who opt for direct payment must ensure full payment is made before the training date.
- HRDC grant applications must be submitted and approved before the training day. The maximum claimable amount is RM1,750 per participant per day. Any shortfall between the approved grant and the course fee must be topped up by the client.
- Should the number of confirmed participants be too low to ensure a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.

