

Employment Act

RM1500 ~ Crystal Crown Hotel, Petaling Jaya



Course Overview

These and many other provisions of the Act may have adverse consequences on your relations with your employees and therefore, it is imperative that you have a thorough understanding of the Act. This course is designed to provide participants with knowledge and understanding of the Employment Act within the context of the latest amendments.

This is to ensure competency in compliance to the requirements of the law and contract, understanding their rights, fulfilling their obligations, avoiding costly consequences and generally help them do a better job.

Course Objectives

At this program's conclusion, participants should be able to:

- Gain a clear understanding of the aims and objectives of this training programme.
- Understand the legal meaning of all the important terms used in these Acts.
- Clearly distinguish the difference between a Contract of Service and Contract for Service.
- Understand the meaning of express and implied terms in a Contract of Service.
- Understand the meaning of Wages, ORP, Overtime rates, etc.
- Know how to avoid breaching the laws governing employment.
- Understand the role and jurisdiction of the Labour and Industrial Courts.
- Learn how to safeguard the Employer's Rights and Management Prerogatives.
- Be exposed to the relevant cases in the Malaysian courts in respect to the Employment Act, the protection given to employees and the burden imposed on employers.

Course Content

The amendments to the Employment Act 1955 have come into force and employers have been warned several times by the Ministry of Human Resources, through the media, on the consequences of non-compliance with the law. Are you aware of the provisions of the Employment Act and the implications and effects of the amendments, especially on the following:

- Giving loans to employees and making deductions from their wages even with their consent
- Paying wages by cheque or through a bank account
- Allowing female employees to resume work before the expiry of maternity leave
- Sick leave eligibility
- Rights to those earning more than RM1,500.00
- Part-time and foreign employees
- Incentive payment schemes
- Flexible hours of work
- Powers of the labour department
- Annual Leave Eligibility And How To Calculate?
- Medical Attention – Sick Leave – Hospitalisation
- What Constitutes Maternity, And What Does Not?
- Maternity Leave And Maternity Benefits
- Prolonged Maternity Leave
- Conditions Of Employment Of Women
- Restrictions On The Employment Of Children & Young Persons

Trainer Profile

Mathy Randhawa is a certified Corporate Trainer by Deloitte United Kingdom with more than 10 years of work experience. She is a Law graduate from United Kingdom and has a certificate of Completion To The Bar by Lincoln's Inn (UK).

Mathy has conducted training interventions in various industries; hotels, small scale industries, minor & major manufacturing industries, government units, public sectors, colleges & other educational institutions. She brings to table a proven expertise in identifying training needs, designing training content, developing assessment centers and executing them.

To compliment the above, Mathy has an extensive experience in customer service, recruitment, training and development of the workforce. Her clients including Cadbury Malaysia, Intel Kulim, Telekom Malaysia, Sime Logistic International, Puteri Pan Pacific Hotel, Mutiara Hotel, Iskandar Malaysia in collaboration with UTM, Khazanah Nasional Berhad, Sunway College, Olympia College and Stamford College.

As a result oriented Corporate Trainer, Mathy focuses in helping people dramatically increase their image impact, visual presence, improve their business and social skills, maximize their communication skills and improve their levels of performance.

She have been in this field for almost 15 years and very well versed with labour laws and other aspects of Human Resources and Customer Relations. Experience in tailoring and customizing modules for corporate training. Modules organized will be based on four aspects of communication example speaking, listening, reading and writing.

For Whom

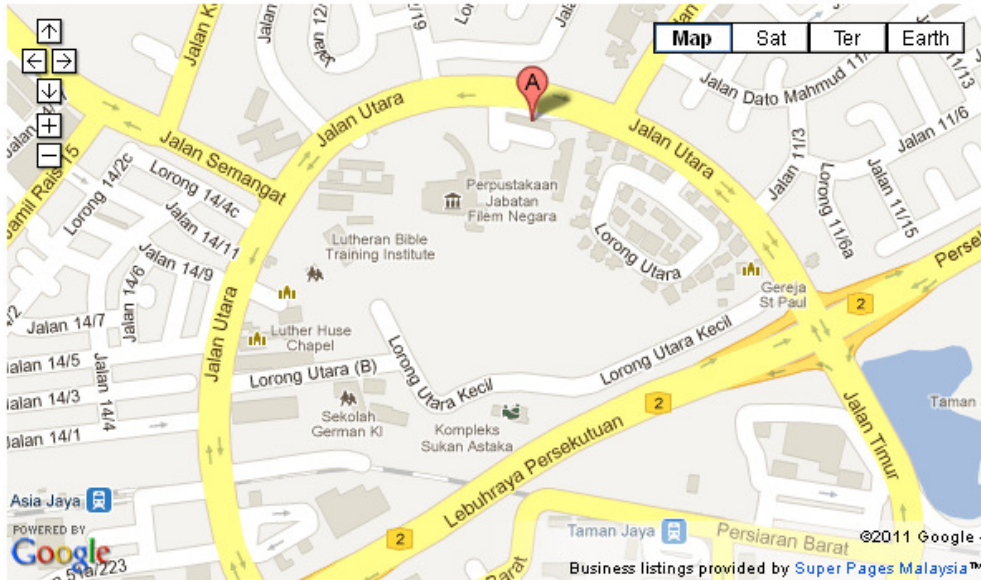
This course is designed for personnel responsible for documents and records control

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Location Map



Date

15 & 16 February 2012
18 & 19 April 2012

Time

9.00 am – 5.00 pm

Crystal Crown Hotel, Petaling Jaya

12, Lorong Utara A, Off Jalan Utara,
46200 Petaling Jaya, Selangor,
Malaysia.
Tel : 03-7958 4422
Fax : 03-7958 7223

Course Fee

RM 1500 per person

Course Fee includes Lunch, Tea-Breaks, Course Notes and Certificate of Completion

Early Bird and Group Discount

Register at least 2 weeks before the training and enjoy a discounted fee of RM1,400.

Group of 3 or more participants from the same company will enjoy a 5% discount on the applicable fee

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REGISTRATION FORM *Please (/) your preferred date*

15 & 16 February 2012 18 & 19 April 2012

Billing Details

Company Name : _____

Contact Person (Mr / Mrs / Ms) : _____

Designation : _____

Tel : _____ Fax : _____

Email : _____

Company Stamp:

Authorised Signature :

PARTICIPANT(S) DETAILS

Participant 1

Name (IC No) : _____

Designation : _____

Email : _____

Contact No : _____

Participant 2

Name (IC No) : _____

Designation : _____

Email : _____

Contact No : _____

Participant 3

Name (IC No) : _____

Designation : _____

Email : _____

Contact No : _____

Method of Payment

Kindly select the method of payment on the following:

() Pay the 1 week before the training

() By bank transaction

() By courier / by post

() Pay during the training

Bank Draft/Cheque No

RM

ADMINISTRATIVE DETAILS

CONTACT PERSON

Ms YY Lee / Mrs Nor Aini Bahrom
Tel: 03-6241 5211 / 016-226 4799 /
012-278 666
Fax: 03-6259 5455
Email: yylee@cammgnt.com /
admin@cammgnt.com

ADDRESS

CAMBRIDGE MANAGEMENT SDN BHD
No. 33-3A-1 Jalan Metro Perdana Barat 1,
Taman Usahawan Kepong Utara, 52100
Kuala Lumpur

COURSE FEE

Normal fee – RM1500
Group Discount – 5% (3 or more participants
from the same company)

REGISTRATION

Complete the Registration Form
and fax or email for reservation. All
registrations will be confirmed **ONE WEEK**
before the commencement of the course.

PAYMENT

Payment of fee must be made **PRIOR** to
commencement of the programme.

Crossed cheques should be made payable to
“**CAMBRIDGE MANAGEMENT SDN
BHD**” or bank-in payment to **Maybank
Account No. 5-12389-117631**.

Please fax the bank-in slip with your
company's name to 603-6259 5455 as proof
of payment.

CANCELLATION

Once a registration is confirmed, no
cancellation will be allowed. If the registered
delegate is unable to attend, a substitute is
allowed and please inform us in writing via fax
or email. Confirmed delegate who failed to
attend and last minute cancellation is liable for
the entire fee of the training.

CONFIRMATION

You will receive an invoice indicating course
fee and seminar date. Check it for accuracy.

DISCLAIMER

CAMBRIDGE MANAGEMENT reserves the
right to change the speaker, date and to
cancel the programme should circumstances
beyond the company control arise. CAMBRIDGE MANAGEMENT also reserves
the right to make alternative arrangements
without prior notice should it be necessary to
do so.

**“ALL TRAININGS ARE 100%
HRDF CLAIMABLE UNDER
SBL SCHEME”**

() HRDF-SBL claimable

Application is subject to PSMB approval. You may submit the application with this
brochure, together with the programme agenda and speaker's profile which we will
provide to you upon request once you have registered.