EMPLOYMENT ACT 1955

THE REAL HR CASES

PRACTICAL CASE-BASED WORKSHOP









9am - 5pm

18-19 NOV 2026

Dorsett Kuala Lumpur

RM2,599/ pax

9am - 5pm

23-24 NOV 2026

Zoom

RM1,999/ pax

RM100 Off for group of 3 & above

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Programme Tentatives

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ITINERARY

Daye 1:
Modules:
8:50 am - 9:00 am (Registration & Breakfast)

1. Introduction and Overview

- Introduction to the Employment Act 1955:
- Who is covered? Who is excluded?
- Contract of service, wages, employee, employer, etc.
- Recent amendments to the Employment Act 1955: Key amendments and their impact.

2: Contracts of Service

- Types of contracts: Fixed-term, indefinite, etc.
- Essential terms and conditions: What must be included.
- Variation of contracts: Lawful vs. unlawful changes

12:30pm - 1:30 pm (Lunch Break)

3. Wages, Deductions, and Hours of Work

- Definition of wages: What constitutes wages under the Act?
- Lawful deductions from wages: Permitted and prohibited deductions.
- Minimum wage: Current regulations and calculations.
- Hours of work: Limits, rest days, and overtime.

3:00 pm - 3:15 pm (PM Break)

4. Leave Entitlements

- Annual leave:
- Sick leave:
- Public holidays:
- Other leave types: Maternity leave, paternity leave, and other relevant leave provisions.

End: 5pm

Day 2:
8:50 am - 9:00 am (Registration & Breakfast)
Advanced Topics and Practical Application

5. Termination of Employment

- Termination vs. dismissal vs. resignation vs. retrenchment: Understanding the differences.
- Termination with notice: Lawful procedures and requirements.
- Termination without notice (dismissal): Grounds for dismissal, misconduct, and due process.
- Domestic Inquiry: How to conduct a lawful domestic inquiry.

12:30pm - 1:30 pm (Lunch Break)

6: Retrenchment and Lay-Offs

- Legal requirements for retrenchment: Notification, compensation, and alternative options.
- Priority for re-employment.
- Lay-off procedures: Distinguishing lay-offs from retrenchment.

7: Disciplinary Procedures and Sexual Harassment

- Principles of natural justice: Fairness, impartiality, and the right to be heard.
- Disciplinary procedures: Warnings, show-cause letters, and disciplinary hearings.
- Sexual harassment: Definition, prevention, and handling complaints.
- Code of Practice on the Prevention of Sexual Harassment
- Developing healthy workplace policies

3:00 pm - 3:15 pm (PM Break)

8: Industrial & Labour Court Proceeding

9: Role of JTKSM

- Role of the Labour Department: JTK Auditing & Preparation
- Offenses and penalties

6pm (End)

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Course Overview

A practical two-day workshop using real HR cases to help participants apply the Employment Act 1955 to everyday workplace issues. Topics include employment contracts, wages, working hours, leave, disciplinary action, termination, retrenchment and handling labour complaints.

Target Participants

- HR professionals
- business owners
- managers, & supervisors
- payroll personnel
- and anyone responsible for employee management or employment-law compliance.

Methodology

- Interactive Lectures
- Landmark Case Studies
- Group Discussions
- Practical Exercises

Learning Objectives

- Apply key employment-law requirements to common HR situations.
- Review contracts, wages, working hours and leave practices for compliance.
- Manage misconduct, disciplinary action and employment termination fairly.
- Retrenchment requirements & procedures.
- To prepare for JTK audits and proceedings.

Benefites:

✓ Certificate of Completion
✓ Full Training Materials
✓ Free Access to HR Community Group
✓ Free Training Support
✓ **100% HRDC Claimable** with 0% Upfront Payment
✓ Refreshment & Lunch Included



Certified HR Trainer | HR Generalist **Christine Ng** brings over **25 years of HR experience,** specialising in the Employment Act 1955, Industrial Relations Act 1967, employee relations and performance management. She holds a Bachelor Degree in Human Resource Management from Western Michigan University, USA.



Puan Noorul Jannah, an expert in HR / IR & employment law with a LLB (Hons) from MARA University of Technology.
Currently the **Senior Assistant Labour Director at JTK in Negeri Perak Labour Office, (Ministry of Human Resources),** Noorul brings extensive practical experience in labor law enforcement, mediation, and workplace compliance. **Accredited by HRD Corp,** she has a proven track record of delivering engaging and insightful training on Malaysian employment law.



Asaraf Sahimun is a highly qualified and experienced HR professional! Extensive HR experience, including work with multinational corporations and public-listed companies. Strong legal background with a law degree and master's in criminal justice. Expert in labor law and advises companies on HR best practices. Acts as a consultant and representative for MEF members in labor and industrial courts. Certified HRD Corp Trainer. Currently pursuing a doctorate focusing on employment disputes.



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