

Learn from HR & IR Experts

HR FOR BEGINNERS & NON-HR PROFESSIONALS

From Hiring to Handling Everyday Employee Problems



30 Oct 2026 | Kota Kinabalu | 1,399 per pax

Group Fee RM1,299 /pax

Lifetime time access to our **HR ALUMNI & FREE TRAININGS support**

Programme Tentatives

8:45am - 9am | Registration

Module 1 - HR Fundamentals and the Malaysian Employment Framework

- HR and manager responsibilities, employee rights, company policies and relevant agencies.
- Identify the correct response to common HR situations.

Module 2 - Recruitment, Selection and Effective Onboarding

- Job descriptions, interview questions, selection, offers and induction.
- Prepare a new-employee onboarding checklist.

Module 3 - Employment Contracts, Probation and Essential HR Records

- Essential contract terms, probation reviews, confirmation and employee records.
- Spot errors in a contract and complete a probation assessment.

Module 4 - Working Hours, Attendance and Leave Administration

- Overtime eligibility, annual leave, MCs, hospitalisation, maternity and paternity leave.
- Resolve attendance and leave scenarios.

Lunch - 12:30pm - 1:30pm

Module 5 - Payroll Essentials and Statutory Compliance

- Salary calculations, unpaid leave, overtime, deductions, EPF, SOCSO, EIS and PCB.
- Check a payroll worksheet for errors.

Module 6 - Managing Performance and Everyday Employee Problems

- Feedback, counselling, lateness, missed deadlines and performance improvement plans.
- Draft a simple PIP and conduct a feedback conversation.

Tea Break - 3pm - 3:15pm

Module 7 - Misconduct, Grievances and Fair Disciplinary Handling

- Fact-finding, show-cause letters, employee explanations, fair inquiry and complaints.
- Assess a misconduct case and select the next appropriate step.

Module 8 - Employee Exit, Compliance Review and Action Planning

- Resignation, notice, termination risks, final payments and clearance.
- Complete an exit checklist and identify three HR improvements.

5pm | End

Course Overview

This programme aim to provide participants with the knowledge, documentation skills and confidence to manage the employee lifecycle-from **recruitment and onboarding to payroll administration, performance management, disciplinary handling, terminbation and employee exits.**

The training uses the **amended Sabah Labour Ordinance** as its principal employment-law reference, with regional comparisons where relevant.

Target Participants

New HR practitioners, HR and administration executives, business owners, department heads, supervisors and managers responsible for employees.

Methodology

- Practical legal explanations
- Real workplace scenarios & case studies
- Interactive discussions
- Landmark case & practical guidance
- Q&A / Problem-Solving Session

Learning Objectives

- Apply essential employment-law requirements in everyday HR decisions.
- Manage recruitment, onboarding, employment contracts and probation.
- Administer attendance, working hours, leave and basic payroll accurately.
- Handle performance issues, misconduct and grievances through fair procedures.
- Manage employee, termination, exits and maintain proper HR documentation.

Benefits Included:

- ✓ Certificate of Completion
- ✓ Hyatt Buffet Lunch & 2 Tea Breaks
- ✓ Full Training Materials
- ✓ Free Access to HR Community Group
- ✓ Free Training Support
- ✓ **100% HRDC Claimable** with 0% Upfront Payment

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