

Crucial IR Skills for HR Practitioners

9.00am - 5.00pm



DZULFADHLI BIN LAMIN

Lead Consultant, MECA



SARA SIA

Consultant, MECA



JASSMINE JOSEPH

Consultant, MECA



**17 & 18
JAN**

KL

Sheraton Petaling Jaya Hotel

**30 & 31
JAN**

JB

Renaissance Johor Bahru Hotel

**30 & 31
JAN**

PENANG

AC by Marriott Penang

Training Fee

| | | | |
|-----------------|----------------|-----------------------|---------------------|
| MECA Member | RM 2300 | PER PAX PER COURSE | including 6% SST |
| MECA Non-Member | RM 2600 | PER PAX PER COURSE | including 6% SST |

*Prices are inclusive of 6% SST

*Employers contributing to HRDCorp may claim the seminar rate subject to a maximum of RM 1300 / day / pax

Click here to register
<https://shorturl.at/gpxFJ>



For more info :



Training Admin

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COURSE OBJECTIVE

This program will equip participants with the necessary skillsets to examine their own conduct that may affect overall performance and productivity and meeting the required legal principles in the event drastic measures are required.

Day 1

Registration

8.30am – 9.00am

Overview of Industrial Relations in Malaysia

- Requirements under s.14(1) of the Employment Act 1955
- Brief introduction to s.20 of the Industrial Relations Act 1967
- Understanding how Line Managers fit into a process of managing their people

9.00am – 10.30am



Morning Tea Break

10.30am – 10.45am

Managing Misconduct

- Meaning of misconduct
- Difference between misconduct and poor performance
- Case studies on forms of misconduct including absenteeism, tardiness, insubordination, cheating, conflict of interest, sexual harassment, etc.
- Best practice methods on dealing with early steps of misconduct

10.45am – 1.00pm



Lunch Break

1.00pm – 2.00pm

(Continue) Managing Misconduct

- Meaning of misconduct
- Difference between misconduct and poor performance
- Case studies on forms of misconduct including absenteeism, tardiness, insubordination, cheating, conflict of interest, sexual harassment, etc.
- Best practice methods on dealing with early steps of misconduct

2.00pm – 3.45pm



Afternoon Tea Break

3.45pm – 4.00pm

Managing Performance

- Understanding key issues on poor performance
- Effectively manage poor performance – getting it right from the very beginning
- Appreciating the subtle difference in managing an underperforming probationer and an under performing confirmed employee
- Designing and implementing a performance improvement plan
- Guide on documenting it correctly

4.00pm – 4.45pm

Q & A Session

4.45pm – 5.00pm

End of Day 1

Day 2

Registration

8.30am – 9.00am

Constructive Dismissal

- Understanding the concept of constructive dismissal and the legal principles behind it
- Case study on constructive dismissal – clear studies to alert Managers to stay away from this

9.00am – 10.45am



Morning Tea Break

10.45am – 11.00am

(Continue) Constructive Dismissal

- Understanding the concept of constructive dismissal and the legal principles behind it
- Case study on constructive dismissal – clear studies to alert Managers to stay away from this

11.00am – 1.00pm



Lunch Break

1.00pm – 2.00pm

Understanding the HR Department

- Why is it sometimes difficult for HR to accept the word 'terminate'
- The role of People Managers in the disciplinary process – easing the process
- The HR thought process when imposing punishments on disciplinary issues
- The Labour Court process and Industrial Court process

2.00pm – 3.45pm



Afternoon Tea Break

3.45pm – 4.00pm

(Continue) Understanding the HR Department

- Why is it sometimes difficult for HR to accept the word 'terminate'
- The role of People Managers in the disciplinary process – easing the process
- The HR thought process when imposing punishments on disciplinary issues
- The Labour Court process and Industrial Court process

4.00pm – 4.45pm

Q & A Session

4.45pm – 5.00pm

End of Day 2

SPEAKERS' PROFILE



Dzulfadhli Bin Lamin
Lead Consultant,
MECA

Dzulfadhli Lamin obtained his Bachelor of Law degree (Hons) from Multimedia University. Dzul practiced as an Advocate and Solicitor in the Civil Litigation field for several years before joining MECA as a Legal Consultant.

During his tenure as a practicing lawyer, Dzul has successfully negotiated and recorded Consent Judgements (settlement) amounting more than RM4 million for Personal Injury cases. Dzul has represented leading companies in the Insurance, Oil & Gas and Energy industries for Trials before the Malaysian Courts.

Dzul's vast experience as a lead counsel has given him exposure to various disciplines of the law and the experience to deal with complex legal matters professionally. His passion for Employment Law and Industrial Relations matters allows him to provide sound advice and effective solutions to our clients.



Sara Sia
Consultant,
MECA

Sara Sia completed her law degree at Multimedia University in 2020 and was admitted as an Advocate & Solicitor of the High Court of Malaya in 2021. She chambered in Messrs Dharmen Sivalingam & Partners and subsequently joined the team as a legal associate. During her pupillage, she was exposed to both litigation and conveyancing matters. At present, Sara specializes employment and industrial relations matters in Industrial Court and Labour Court. She also assists in civil litigation such as judicial review matters in High Court of Malaya.

Sara believes that the clients' interest would be best protected by having clients' best interest at heart and providing the advice based on each client's requirements as well as taking into account the legal knowledge and experience.



Jassmine Joseph
Consultant,
MECA

Jassmine Joseph obtained her Degree of Bachelor of Laws from University of Malaya and was admitted to the High Court of Malaya as an Advocate & Solicitor in 2018. Prior to joining MECA, Jassmine practiced as a Civil Litigation lawyer for several years in the areas of medical negligence, professional negligence (solicitor's negligence), employment, construction, land and appeals board.

Jassmine was then offered a Regional Legal Executive role in a MNC that specializes in recruitment and HR solutions where Jassmine had among others, the privilege to provide legal advice for the business in Singapore, Hong Kong and Malaysia on the risk associated in commercial contracts and employment laws applicable to the relevant countries.

Jassmine's experience both as a practicing lawyer and an in-house lawyer has given her the exposure needed to provide clients with reliable and effective advice on a commercial and legal standpoint for Employment and Industrial Relations matters.