



Elevating Performance Management & Tackling Sexual Harassment :

HR Strategies for a Winning Workplace

9.00 AM-5.00 PM

Sheraton Petaling Jaya Hotel

14-15
OCTOBER

DZULFADHLI LAMIN
Lead Consultant, MECA

JERRY CHEONG
Consultant, MECA

Renaissance Johor Bahru Hotel

21-22
OCTOBER

DZULFADHLI LAMIN
Lead Consultant, MECA

SARA SIA
Consultant, MECA

Eastin Hotel Penang

4-5
NOVEMBER

JASSMINE JOSEPH
MECA Northern Branch Manager /
Consultant, MECA

TRAINING FEE

MECA Member

RM 2300 PER PAX PER COURSE *including 8% SST*

Non-Member

RM 2600 PER PAX PER COURSE *including 8% SST*



**Prices are inclusive of 8% SST*

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

For more information contact us :

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COURSE OBJECTIVE

This course aims to provide end-to-end knowledge and actionable plans for the Performance Improvement Process, including procedures for handling poor performers effectively. Participants will also gain insights into recognizing and addressing sexual harassment, fostering a respectful and safe workplace while enhancing overall productivity.

Day 1

Registration 8.30am – 9.00am

Section 1: Introduction to the Primary Legislations

- Overview of the Employment Act 1955: Coverage and the role of the Labour Court
- Overview of the Industrial Relations Act 1967: Focus on Section 20 and the Industrial Relations Court

9.00am – 10.30am

**Morning Tea Break**

10.30am – 10.45am

Section 2: Identifying Poor Performance

- Definition and Scope
- Misconduct vs. Poor Performance

Section 3: Causes and Prevention of Poor Performance

- Common Causes: Workload, Compensation, Managerial Support
- Preventive Measures: Workload Management, Recognition, Wellbeing

10.45am – 1.00pm

**Lunch Break**

1.00pm – 2.00pm

Section 4: Assessing Performance Gaps

- Identification Methods: KPIs, Reviews, Benchmarking
- Considerations: Personal and Organizational Factors

Section 5: Performance Improvement Plan (PIP)

- Legal Aspects: Key Cases
- Procedures: Warnings, Improvement Opportunities, Documentation

2.00pm – 3.45pm

**Afternoon Tea Break**

3.45pm – 4.00pm

Section 6: Implementing a PIP

- Drafting Documents: Performance Summary, Appraisal
- Implementation: Targets, Monitoring

4.00pm – 4.45pm

Q & A Session

4.45pm – 5.00pm

End of Day 1

Day 2

Registration 8.30am – 9.00am

Section 7: Communication Strategies to Poor Performers

- Effective Communication: Setting Conversations, Documentation
- Managing Personalities: Communication Techniques

Section 8: PIP Outcomes

- Possible Outcomes: Success, Demotion, Transfer, Termination
- Case Studies: Lessons Learned

9.00am – 10.30am

**Morning Tea Break**

10.30am – 10.45am

Section 9: Sexual Harassment Laws

- Definition and types of sexual harassment
- Relevant laws and regulations: Employment Act 1955, Anti-Sexual Harassment Act 2022, Code Of Practice On The Prevention And Eradication Of Sexual Harassment In The Workplace

10.45am – 1.00pm

**Lunch Break**

1.00pm – 2.00pm

Section 10: Types and Forms of Sexual Harassment

- Hostile Work Environment
- Quid Pro Quo Harassment
- Verbal, Gestural, Visual, and Psychological Harassment
- Case laws on sexual harassment

Section 11: Managing Sexual Harassment Complaints

- Challenges
- Complaint Procedures
- Outcomes

2.00pm – 3.45pm

**Afternoon Tea Break**

3.45pm – 4.00pm

Section 12: Legal Obligations of Employer on Sexual Harassment

- Employer's Duty
- Penalties for Non-Compliance

Section 13: In-House Mechanisms on Eradicating Sexual Harassment

- Education
- Policy Implementation
- Practical Handling

4.00pm – 4.45pm

Q & A Session

4.45pm – 5.00pm

End of Training



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Speaker 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 has extensive experience in advising clients across a broad spectrum of employment law matters, including compliance, terms and conditions of service, trade unions and dismissal matters. She is also a strong advocate for a modern workplace concept, having been involved in flexi work strategies and remuneration schemes involving employee share options. Sara is a seasoned trainer and speaker, clocking an average of 200+ hours per year on training and speaking on employment law topics.

Sara was a practicing lawyer and a member of the Malaysian Bar prior to her consulting career at MECA.

Notable Transaction

During her stint at MECA, Sara has been involved in some notable consulting transactions which includes:

- Investigating an internal fraud case involving internal employees to the value of approximately RM8million;
- Performing audits on allegations involving forced labour and successfully implementing policies and tracking mechanisms across multiple MNCs;
- Planning and conducting a HR Open Day for a reputable client in Johor as part of their employee engagement exercise;
- Strategizing and implementing successful flexible working schemes with measurable growth in employee engagement without loss of revenue; and
- Developing and drafting organizational policies for an MNC entering the Malaysia market, ensuring local labour compliance and global alignment.



Jassmine Joseph
MECA Northern Branch Manager /
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.



Jerry Cheong
Consultant,
MECA

Jerry Cheong obtained his Bachelor of Laws from the University of London in 2010. He completed his Certificate of Legal Practice in 2012 and was admitted as an Advocate and solicitor of the High Court of Malaya in 2013. Since commencing legal practice, Jerry continues to gain experience as a civil litigator.

During his time at MECA, Jerry has been involved in some notable consulting transactions which include:

- Investigating an internal fraud case involving several board members of an international company;
- Investigating and assisting in the disciplinary action process against upper management personnel of a public-listed company; and
- Developing and drafting policies and code of conduct for a public-listed company

He is fluent in Mandarin and has had experience dealing with several clients from China.

