

MALAYSIA
HR FORUM

MANAGING RETRENCHMENT PROCESS & WORKFORCE REDUCTION STRATEGIES

FREE!



**LIVE
WEBINAR**

Thursday, 25 September 2025 | 3:00 PM - 4:30 PM

Via: ZOOM



More Information
malaysiahrforum.com



Contact us at
Sophie: 010-861 1851

Managing Retrenchment Process & Workforce Reduction Strategies

Introduction

Retrenchment is a sensitive and complex process that requires careful planning, legal compliance, and effective communication. This course provides HR professionals, managers, and business leaders with the knowledge and skills necessary to manage retrenchment with fairness, transparency, and empathy while minimising legal and reputational risks.

This webinar outline aims to equip participants with a comprehensive understanding of retrenchment, VSS, and MSS, enabling them to make informed decisions and implement these strategies effectively in their organisations.

By the end of this seminar, participants will:

- Understand the definitions, purposes, and processes of Retrenchment, Voluntary Separation Scheme (VSS), and Mutual Separation Scheme (MSS).
- Gain insight into the legal, ethical, and financial considerations of each strategy.
- Explore best practices for implementing these workforce reduction methods.

Course Outline

1. Introduction to workforce reduction strategies
2. Retrenchment
3. Voluntary Separation Scheme (VSS)
4. Mutual Separation Scheme (MSS)
5. Compliance to Labour Department's Borang PK
6. Employees Offboarding Process
7. Best practices, case studies & discussion



Managing Retrenchment Process & Workforce Reduction Strategies

Targeted Participants

This course is intended for HR professionals tasked with workforce reduction exercise. It is also applicable to anyone involved in the exercise such as finance, operations, and line managers. Business owners who are planning to carry out a workforce reduction or business closure are highly encouraged to attend.

Trainer's Profile

Arulkumar Singaraveloo

Arulkumar Singaraveloo brings over 23 years of progressive HR experience across diverse industries, including a world-leading semiconductor organisation, the world's largest nitrile glove manufacturer, oil & gas, education & training, and transportation technology.

He graduated with a bachelor's degree in engineering from Universiti Teknologi Malaysia (UTM) and an MBA from the University of Strathclyde, Scotland.

In his corporate career, Arul has served as a HR General Manager and Human Resources Director (Business Consulting Services), establishing himself as a strategic Business HR Leader. He excels in aligning HR strategies with business goals, ensuring effective delivery of HR initiatives.

Arul is well-versed in business operations and regulatory compliance, particularly within the Malaysian context.

