

"IF COMPLIANCE IS EXPENSIVE, TRY NON-COMPLIANCE"

EMPLOYMENT LAW & INDUSTRIAL RELATIONS *Masterclass*

The Masterclass is ONE of the modules of these

CERTIFICATION PROGRAMMES



- Certified Strategic Human Resource Manager (CSHRM)
- Certified Human Resource Business Partner (CHRBP)
- Certified Industrial Relations Professional (CIRP)

GET THESE FOR FREE

- FREE +100 sample policies, forms, letters, templates
- FREE EDITABLE Employee Handbook
- FREE Domestic Inquiry Guidebook
- FREE Copy of the Employment Act 1955 & Selected Legislation (As at 1 Jan 2025)
- FREE Online support group (3 months)

Petaling Jaya

15-16 Oct 2025 | 9 am - 5 pm
Malaysia HR Forum Academy,
Menara PKNS Petaling Jaya

RM3,456/pax
(incl. 8% SST)



Mr. Arulkumar
Singaraveloo





*most materials
are in softcopy

KEY HIGHLIGHTS

JOIN OUR MASTERCLASS AND GET:

- ◆ **FREE** +100 sample policies, forms and letters, templates (softcopy)
- ◆ **FREE EDITABLE** Employee Handbook (softcopy)
– worth RM165
- ◆ **FREE** Domestic Inquiry Guidebook (softcopy)
– worth RM120
- ◆ **FREE** Copy of the Employment Act 1955 & Selected Legislation (As at 1 Jan 2025)
- ◆ **FREE** Online support group (3 months)
- ◆ e-cert of attendance

" IF COMPLIANCE IS EXPENSIVE, TRY NON-COMPLIANCE "

Arul says he is

" Someone who loves challenging work and ardent problem solver."



SAVE THAT MONEY!!!

- Learn how to **SAVE** more significant money and **BRING IN PROFIT** as **HR**
- Learn how to **AVOID PENNY-WISE POUND-FOOLISH** actions and decisions.
- **IDENTIFY** how to **TAKE CALCULATED RISK** as **HR** and **AVOID COSTLY SAVING**

BE A BETTER HR PRACTITIONER

- Start **TRANSITIONING** yourself into an HR Strategic Partner or an HR Business Partner with the various methodologies shared
- Turn the impossibilities in HR into possibilities by adapting the **MINDSET SHIFT** you will go through

KEEP YOUR PRACTICE CLEAN!

- **UNDERSTAND** why you are busy and why HR runs in circles
- Learn how to **REDUCE** your day-to-day transactional **WORKLOAD** by up to 40%

DISCOVER...

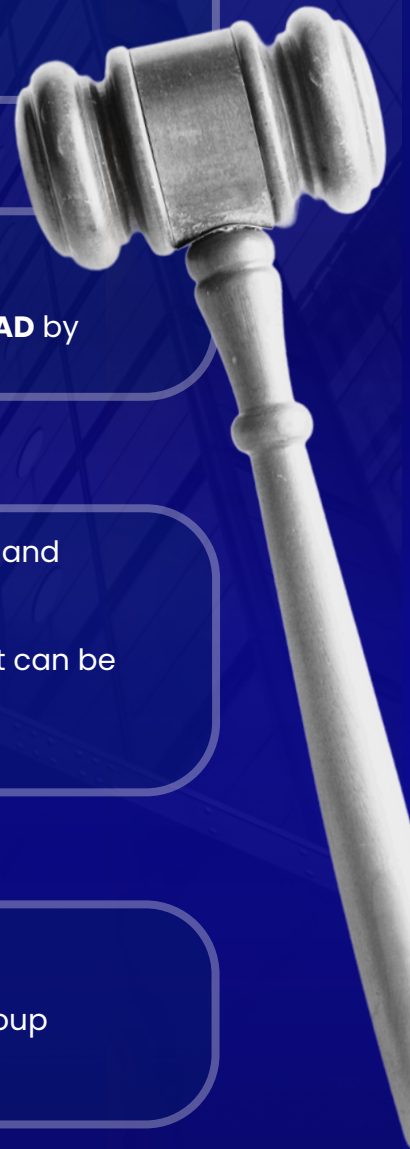
- **TOOLS** that you can implement that can make you successful and make your HR team/department successful
- ...The AHA! moments you have never experienced and realise it can be done
- **ATTAIN** the tips and strategies to **GROW** your HR career

WHAT ELSE?

Post-Training Support Group (WhatsApp)

- Active engagement
- Shared materials by Mr Arulkumar unlike any other support group

e-Cert after training completion



MODULE OVERVIEW

This two-day course prepares managers and HR practitioners to handle people issues more effectively by understanding the various employment regulations and effective methods to handle disciplinary matters. Managing HR in an organisation is extremely vital to ensure the business goals and objectives are met. The HR department is entrusted to lead and manage the HR topics that are evolving.

To achieve this objective, an inclusive operating climate is necessary. As such, the involvement of line managers or people managers must be enlisted and trained in managing people effectively. The Masterclass prepares managers and HR practitioners to handle people issues more effectively by understanding the various employment regulations and effective methods to handle disciplinary matters.

LEARNING OBJECTIVES

- Develop a good understanding of the various employment laws in Malaysia.
- View disciplinary and people management matters from a legal viewpoint.
- Identify the source of people and disciplinary issues and address the root causes.
- Apply proper measures to address disciplinary issues in accordance with the employment laws.
- Identify an effective early intervention to avoid labour disputes.
- Resolve disciplinary and people matters effectively and in a timely manner.
- Improve workflow and productivity by developing and cultivating a disciplined workforce.



CONTENT | DAY 1

Main Coverage: Employment Laws, Basic Concepts of Effective People Management

9.00 – 10.00 am	Employment Laws of Malaysia
10.00 – 10.15 am	Morning break
10.15 – 11.30 am	Amendments to Employment Act 1955 (2022) + FAQs
11.30 am – 1.00 pm	Roles of Human Resources Department
1.00 – 2.00 pm	Lunch
2.00 – 3.30 pm	Role of People Manager
3.30 – 3.45 pm	Afternoon tea break
3.45 – 5.00 pm	Pre-Requisites to Effective People Management

CONTENT | DAY 2

Main Coverage: Industrial Relations

9.00 – 10.00 am	Managing People, Disciplinary Management & Employment Issues (IR)
10.00 – 10.15 am	Morning Break
10.15 – 11.30 am	Probation Management
11.30 am – 12.30 pm	Managing Staff Discipline and Disciplinary Procedures, Managing Performance Issues
12.30 – 1.30 pm	Managing Employees with Medical Conditions
1.30 – 2.30 pm	Lunch
2.30 – 3.30 pm	Termination and Dismissal, Domestic Inquiry
3.30 – 3.45 pm	Afternoon Tea Break
3.45 – 4.30 pm	Grievance Management, Maternity Protection
4.30 – 5.00 pm	Sexual Harassment Q & A Session

*Time may be changed based on the flow of the ongoing session



ARULKUMAR SINGARAVELOO

*Co-Founder, CEO
Malaysia HR Forum*

Over 22 years of progressive HR leadership in various industries including semiconductors, nitrile glove manufacturing, oil & gas, education & training, and transportation technology. Proven ability to align HR strategy with business goals and deliver exceptional results. Previously, Mr Arul has taken on roles as HR General Manager at Hartalega Holdings Berhad and Human Resources Director (Business Consulting Services) at Infineon.

Arul's extensive experience and strategic mindset make him a valuable asset for any organisation seeking to optimise its HR function and drive business success. A Business HR Leader who is well-acquainted to achieving business goals by ensuring all HR deliverables are aligned and delivered. Arul is familiar with business operations including regulatory works of general business operations in Malaysia. In HR, he has deep experience in business partnering, recruitment, training and development and employee relations (IR/ER), talent management, and performance management with good exposure in compensation & benefits Management. Also, an expert in setting up a HR team from grounds up.

KEY SKILLS & EXPERTISE:

- Offers solutions to comply with Malaysian regulations, emphasising how the action affects overall HR practices.
- Versatile/Multifaceted: Experienced in major aspects of HR; from hiring the best talent to managing employee relations, and promoting high-performing HR teams.
- Streamlines HR processes to boost productivity.
- Problem Solver: Delivers practical solutions to complex HR and IR challenges through active engagement and inquiry-based learning atmosphere.
- Strategic Builder: Implements winning strategies to make your HR team a powerful asset to your business.

Employment Law & Industrial
Relations Masterclass

TRAINER'S PROFILE



Masters of Business Administration,
Strathclyde.

Co-founder of the Social Compliance
Malaysia Chapter

Arul says he is “Someone who loves challenging
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