

"IF COMPLIANCE IS EXPENSIVE, TRY NON-COMPLIANCE"

EMPLOYMENT LAW & INDUSTRIAL RELATIONS *Masterclass*

Online Session

RM 2,900

Platform: Zoom

The Masterclass is one of the modules for the following certification programmes:

CERTIFICATION PROGRAMMES



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

Mr. Arulkumar
Singaraveloo





KEY HIGHLIGHTS

JOIN OUR MASTERCLASS AND GET:

- ◆ FREE +80 sample policies, forms and letters, templates
- ◆ FREE EDITABLE Employee Handbook - worth RM165
- ◆ FREE Domestic Inquiry Guidebook - worth RM116
- ◆ 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...

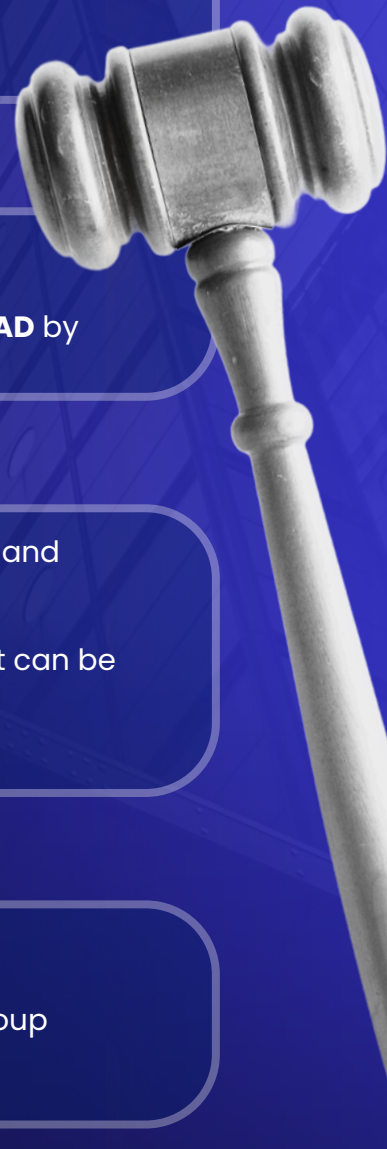
- **TOOLS** that you can implement that can make you successful and make your HR team/department successful
- ...The AHA! moments you have never experienced and realise it can be done
- **ATTAIN** the tips and strategies to **GROW** your HR career

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.



TARGETED PARTICIPANTS

- HR practitioners, people managers or line managers (anyone managing others in their workplace – managers, supervisors, section managers & department heads).
- Anyone handling disciplinary matters, or develop procedures and formulate strategies to handle disciplinary matters and employment regulations for the organisation

METHOD OF TRAINING

- **Interactive learning mode:** Encourage active learning among the participants with the use of real-life examples scenarios, case studies and personal experiences.
- **Discussions** – on identifying the concerns faced with superiors
- **Inquiry-based Learning** and gaining immediate advisory-level feedback from the trainer



LEARNING OUTCOMES

Upon completion of the programme, participants will be able to:

- Understand various employment laws and expectations of a manager from a legal perspective.
- Develop effective skills in both preventive and corrective approaches towards disciplinary and employment matters.
- Act as an effective partner to Human Resources in managing people.
- Strengthen team discipline and morale to achieve departmental and organisational goals.
- Reduce and eliminate labour disputes by managing disciplinary and employment issues according to labour regulations.



CONTENTS | 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

CONTENTS | 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



TRAINER'S PROFILE

ARULKUMAR SINGARAVELOO

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 with 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 an HR team from the ground 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.

