

Termination Without Violating the Law

18 April 2025, Friday
9.00am - 1.00pm
Speaker: MS SERENE YAP

Virtual
Course code: HR180425W1
Closing date: 16 April 2025

**4 CPD
HOURS**

Overview

Today, employer and employee relationship has become complex, driven by triggered evolution or unprecedented global crisis, and governed by various legislations which need to be understood and comply within the latest amendments or additions. Hence, employer must conduct their employer's and employee's relationship within the parameters to avoid costly claims by disgruntled employee.

This workshop will be interactive with real life scenarios and Industrial Relations Court case studies and analysis to ensure that you understand the right ways of handling disciplinary and termination procedures, and to effectively apply them in your workplace immediately.

Course Objectives

By the end of this program, participants will be able to :-

- Handle disciplinary and termination of employment procedures effectively, and in compliance with the relevant Malaysian Employment Laws
- Explore the employer's and employee's rights
- Identify the loopholes open to employees
- The effects of triggering evolvment and unprecedented global crisis to your HR Management & procedures and decision-making process

Specific Target Market

- Human Resource Managers / Executives / Supervisors / Officers
- Factory Managers / Branch Managers / Outlet Managers
- Heads of Departments / Line Managers
- Supervisors / Team Leaders
- Employers and Business Owners

Methodology

- Interactive Presentation
- Industrial Court Case Studies and Analysis
- Practical Exercises
- Questions & Answers

About the trainer: MS SERENE YAP

Serene greatest passion is to share her knowledge and insights to maintaining and increasing the professionalism and competencies of an Organization's Human Assets and to the HR Community. Her hands-on experience in the corporate world has enabled her to impart her knowledge based not only on theory but also based on her own vast working experiences which ensure that you and your employees are able to relate better and able to apply the knowledge and skills to your workplace, immediately and effectively. Serene Yap, a Human Resource Trainer and Consultant has been enthusiastically involved in all aspects of human capital development for more than 20 years. Serene holds an MBA in General Management, a certified NLP Practitioner by ISNS and a HRD Corp accredited Trainer. Her industry exposure includes construction, property development and management, retail, hospitality, manufacturing, oil and gas, and consultancy services. During her professional career and as a trainer and consultant, many employees have attained great personal successes in their careers through her guidance, mentoring and coaching. In a similar manner, Serene envisioned to translate her KSA to enhance the competencies and professionalism of the HR Community. List of companies benefited are Proton, Perodua, Kossan, Hartalega, Power Root, Econsave, Jaya Grocer, Mr DIY, Citylink, GDex, KPJ Health Care, Columbia Asia Hospital, Bucher Emhart Glass, A Star Glasstech, MAICSA, IFCA, NGA Human Resources, Honan, Symphony Corporate House, Davita, Broadcom, Naza Corporation, Bank Negara, Standard Chartered Bank, Petronas, Boustead Petroleum, Telekom Malaysia, ARH Jurukur Bahan, The Raintree Club, MAVCOM, KLIA, Firefly, Parex Group, Mayshowa, Massimo, Naito-Asia, Malaysia Steel Works, Amsteel, Lion Steel, MRT Corp, Multimedia University, UMPSA, Prosper Palm Oil, KL Kepong Bhd, MMC Gamuda, Lion Properties, Mutiara Hotel, Hextar, Magnum Bhd, SAINS Sarawak, Borneo Housing Mortgage Finance Bhd, Celcom Timur (Sabah), Sabah Ports, Suria Capital Holdings, etc. Serene has successfully conducted the following Consultancy projects to enhance the agility and best practices of an organization.

- HR Audit and Process Improvement
- Developing or Revision of HR Policies / SOPs / Employee Handbook
- Retrenchment Planning and Execution
- HR Department Startup and HR Team Mentoring

Over the years, Serene has developed and conducted many programs, some of which include Employment Law & Industrial Relations, Payroll Management, Applications of Employment Act, Sabah Labour Ordinance and Sarawak Labour Ordinance, Developing HR Policies, SOPs and Employee Handbook, Essential Competencies for Effective HRM, Critical HR Skills for Non-HR Managers, Behavioral-based Interview, Managing Performance, Absenteeism and Misconduct, Handling Discipline, Performance, Investigations and Domestic Inquiry, Termination without Violating the Law, HR & IR Documentations and Procedures, Human Resource and Termination Procedures within the Employment Laws, etc.

Course Outlines

- ❖ **Employer's and Employee's Rights and Obligations**
 - Employer's Implied Obligations
 - Employee's Implied Obligations
- ❖ **Employer's Rights Pertaining to Poor Performance**
 - Managing Probationers
 - Managing Poor Performers
 - Permissible Action
 - Setting and Communicating Standards
 - Assessing of Performance
 - Counseling / Caution / Warning
 - Training and Opportunities for Improvement
- ❖ **Employer's Rights Pertaining to Discipline**
 - Application of Section 14 (1) & (2) of the Employment Act 1955
 - Due Inquiry
 - Suspension
 - Permissible Disciplinary Action
 - Enforcement of Discipline – A Managerial Function
 - Communicating of Disciplinary Rules
- ❖ **Termination of Contract / Employment**
 - Minimum Retirement Age Act 2012
 - Normal Termination of Employment
 - Termination without notice
 - Breach of Contract
 - Employment Act 1955, Section 15 (2)
 - Self-Termination
 - Abandonment of employment
 - Dismissal due to Misconduct
- ❖ **Employer and Employee Rights on Retrenchment**
 - The Code of Conduct for Industrial Harmony 1975
 - Termination and Layoff benefits Regulations 1980
 - JTK Compliances and documentations
- ❖ **Employment Trade Dispute**
 - Constructive Dismissal
 - Unfair Dismissal / Wrongful Dismissal
 - JTK (Labour Department)
 - JPP (Industrial Relations Department)

WEBINAR FEE

Category	Early Bird Fee per person (RM) (applicable for participant who register and pay before 4/4/2025)	Normal Fee per person (RM)	Group Fee per person (RM)* (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	290	340	310
Non member	440	490	460
Retired MAICSA member	170	170	170
MAICSA Member's staff***	400	400	400

Fee includes course materials in digital form and e-certificate.

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- (iv) MAICSA Affiliate CANNOT sponsor his/her staff.

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Email: training@maicsa.org.my

Tel: **03-2282 9276 (ext 803)**

Attention: Ms Vicky

- Fee is payable to **MAICSA**

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Please email the bank-in slip/ transfer advice to training@maicsa.org.my or fax to 603-2283 4492, for our verification and record.

Individual Registration: Full payment shall be made AFTER you have done the online registration.

Company Registration: Full payment shall be made 7 days **BEFORE** the webinar.

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
- **NO Letter of undertaking is accepted.**

Upon successfully registration, you are deemed to have read and accepted the terms and conditions.

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 - Submit the feedback form within 3 days after the completion of the webinar
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