

# Managing Employee Relation @ the Workplace

12-13 MAY 2022  
• 9AM-5PM •  
LE QUADRI HOTEL

Designed specifically for management, this program will provide participants with the confidence to better manage employee relationship issues. Whether it is dealing with a formal behavioural issue or simply talking with staff about pay and conditions, managers need to be correctly informed.

Without the correct information, managers run the risk of making poor decisions on the run or shooting from the hip and potentially inflaming the original issue.

## PROGRAMME OBJECTIVES

In this course, participants learn about a wide range of employee relations topics including:

- Managing employee behaviour, workplace health and safety, enterprise bargaining agreements, award interpretation and negotiating employment terms and conditions.
- Provide participants with the confidence to better manage employee relationship issues. Whether it is dealing with a formal behavioural issue or simply talking with staff about pay and conditions, managers need to be correctly informed. Without the correct information, managers run the risk of making poor decisions on the run or shooting from the hip and potentially inflaming the original issue.
- Participants will be able to understand and apply the relevant provisions of the Employment Act correctly.
- Participants will be able to identify both the rights and obligations and responsibilities of the employers and employees.

This will ensure better human resources management in companies to ensure a more conducive and productive working environment.

Further, this seminar will also guide participants on the correct application of the categories of termination to secure their rights under the Malaysian law.

**CONTRACT**

I agree and understand that my employment with [ABC Software Developers], (hereinafter referred to as ABC), is defined as At-Will Employment as it is for an unspecified period of time. I further acknowledge and understand that my employment relationship with ABC may be terminated at any time without cause or notice by myself or my employer.

During my employment, I agree to keep in the strictest of confidence all confidential company information that I am not permitted to add any unauthorized, unlicensed or non-compliant applications to ABC's technology systems.

I agree that any inventions, publications, developments, designs, trademarks, ideas and concepts which I conceived, helped conceive, or discovered during my employment at ABC, jointly with others, and I understand that such inventions will remain the property of ABC, shall remain the property of the company.

I agree to keep thorough and accurate records of any inventions made by me, either jointly with others, and I further agree to assist ABC, at the company's expense, in the protection and copyrights to all inventions for which I am solely or jointly responsible.

Upon separation from ABC, I will immediately return to the company all confidential data, company credit cards, company vehicles, keys and other documents, and I agree to the possession and that belong to ABC.

Signed this \_\_\_\_\_ day of \_\_\_\_\_

By: \_\_\_\_\_ Employer

By: \_\_\_\_\_ Employee

## **PROGRAMME OUTLINE**

### **THE EMPLOYMENT ACT 1955**

- Contract of Service
- Employer and Employee's rights
- Contract for Service
- How to apply s15(2), s13, s14
- How to deal with continuous absence from work
- Holidays, Working Hours
- Rest days
- Maternity
- Termination of contract and benefits payable
- Industrial Court and Labour Court

### **INDUSTRIAL RELATIONS**

- Describe the key stages in union recognition
- Advise on and apply the law in respect of industrial action and other key aspects of employee relations
- Articulate clearly statutory and legislative requirements
- Implement your organization's relevant policies and procedures
- Discuss what to do when you're not sure of what to do
- Provide clear advice in industrial and employee relations matters
- Clarify reporting structures for different levels of breaches
- Promote a culture of transparency, trust, and harmony in the workplace
- Work with employees to resolve personal grievances
- Practice negotiating in selected scenarios

## **TARGET AUDIENCE**

Deans / Head of Departments / Department Managers/Head of Subsidiaries/ General Managers/Unit Heads/Human Resources department personnel and critical staff who are responsible for man-power planning and labour cost related matters.

### **A BIT ABOUT ME**

## **DR BALAN DASS**

Dr Balan has worked for SMEs' and MNC before setting up his own human resource and training practice. He worked as a HR Manager in a leading Real Estate Agency with a work force of about 500, before he moving on to Electrolux Group, as their Training Manager at the Electrolux Business School. Here, he helped to design, deliver and evaluate training programs conducted at all levels. He had personally commissioned a video shoot on operations cleaning for the cleaners which is still being used. He ran supervisory, executive and management development programs at the Electrolux Business School.

During his tenure, he also developed and organised conventions, boot camps for the real estate agents. He can be mentioned as the pioneer who created a systematic training curriculum for the real estate industry in Malaysia.

