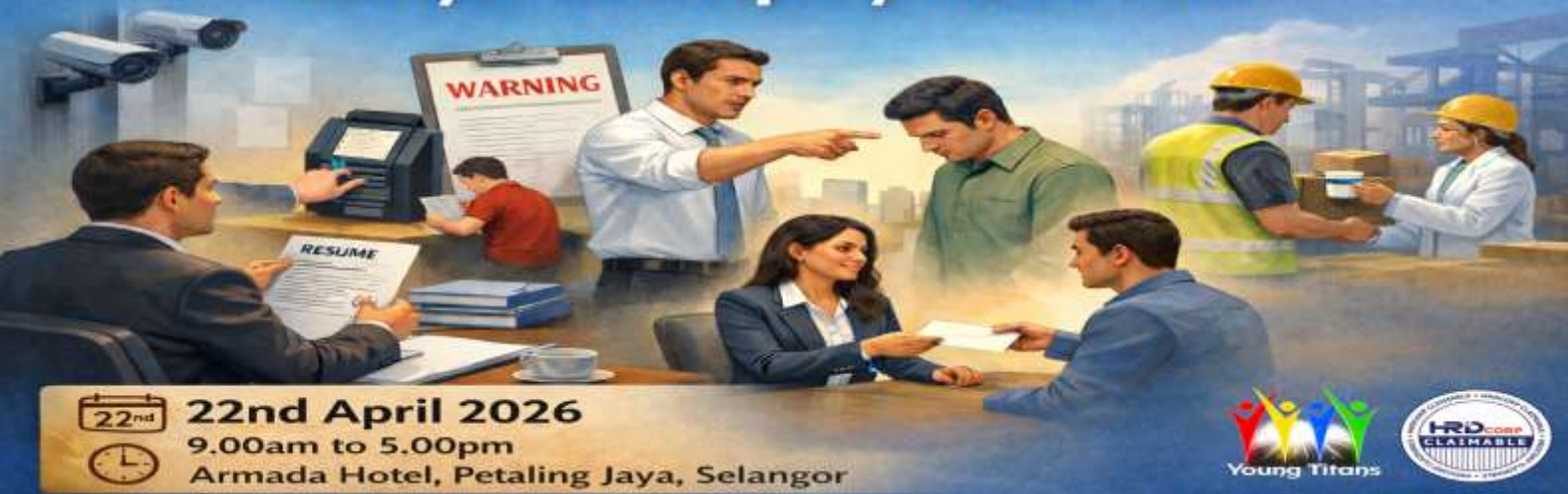


Employer's Rights *under* Malaysian Employment Law



OVERVIEW

Employer and employees' relationship has become complex, governed by various legislations which employers must conduct their Employer's and Employee's relationship within the parameters. Management and HR awareness on the latest updates and changes to the Malaysian Employment Laws is crucial to mitigate and minimize disruption to the organization's systems and operations.

This programme is customized to cultivate the necessary Employment Laws awareness, to develop the knowledge, skills and concepts needed to resolve HR management challenges and leverage on opportunities. You will benefit from the real-life case studies and competency exercises.

COURSE OBJECTIVES

By the end of this program, participants are able to:

- Have full clarify on the Employer's rights and obligations in Employees' Management
- Identify and negotiate high performance KRA / KPI
- Know the parameter of permitted disciplinary procedures and actions
- Understand the importance of Disciplinary enforcement & management and its correlation with employee's motivation and relationship
- Comply with the relevant Malaysian Employment Laws within the context of the latest amendments and updates
- Know how to avoid 'breaching' the Employment legislations and Employee's Contract
- Protect your Company's Integrity and Interest

SPECIFIC TARGET MARKET

- Human Resource Managers / Executives / Officers / Assistants
- Department Heads / Factory Managers / Outlet Managers / Branch Managers
- Anyone in Supervisory role
- Employers / Business Owners
- Refresher and Upskilling

Course Fee:

Normal Price

Early Bird Promo (register before 17th April 2026)

If you come with a colleague or bring a friend

RM 1,288.00/pax

RM 1,088.00/pax

RM 988.00/pax

HRDCorp Claimable Course

****Price includes: Speaker Notes, Attendance e-Certificate, Tea Breaks and Lunch**



Employer's Rights under Malaysian Employment Law

COURSE OUTLINE

9.00am – 10.30am

➤ **Employer's rights and obligations in Appointment and Employment**

- Who is deemed your Employer and Employee
- Contract of Service and Contract for Service
- Terms of Employment and Restriction
- Employees covered by the Employment Act 1955
- Employees covered by the Industrial Relations Act 1967
- Employer's prerogative / rights in managing employees
- Employer's and Employee's Obligations
- Employer's rights to Transfer
- Employer's rights to Retrench
- Employer's rights and obligations in Termination of Contract / Employment

11.00am – 1.00pm

➤ **Employer's rights and obligations in Compensation and Benefits**

- Minimum Wages Order
- Lawful Deductions of Salary
- Normal Work Hours and Overtime
- Flexible working arrangement
- Public holidays and Rest Days
- Annual Leave administration
- Sick Leave and Hospitalisation Leave
- Maternity Leave
- Protection of Pregnant female employee
- Paternity leave

2.00pm – 3.30pm

➤ **Employer's rights and obligations in Performance Management**

- Performance Management and Appraisal
- KRA and KPI settings
- Managing Probationers
 - Probationary Period
- Managing Poor Performers
 - Performance Improvement Plan

3.30pm – 5.00pm

➤ **Employer's rights and obligations in Industrial Relations & Employee Relations**

- Permitted Disciplinary Procedures
 - Counseling / Show Cause / Warning
- Principles of Natural Justice
 - Due Inquiry and Suspension
 - Why need Domestic Inquiry

Main Trainer: SERENE YAP



Serene Yap is a dedicated and passionate Human Resource Trainer and Consultant with over 20 years of experience in human capital development. Her greatest passion lies in sharing knowledge and uplifting the professionalism and competencies of organizations' human assets and the HR community at large. With an MBA in General Management, certification as an NLP Practitioner (ISNS), and accreditation by HRD Corp, Serene brings both academic depth and practical insight to her training.

Her corporate background across diverse industries—including construction, property, retail, hospitality, manufacturing, oil & gas, and consultancy—enables her to deliver content that is both theory-based and enriched with hands-on, real-life applications. This ensures that participants can immediately relate to and implement what they learn in the workplace.

Serene has successfully trained employees from numerous reputable organizations such as Proton, Perodua, Hartalega, Mr DIY, Petronas, Bank Negara, Standard Chartered, Telekom Malaysia, and many others. She is also actively involved in HR consultancy projects, including HR audits, policy and SOP development, retrenchment planning, and mentoring new HR departments.

Throughout her career, she has designed and conducted impactful HR programs including Employment Law & Industrial Relations, Payroll Management, HR Policies and SOPs, Behavioral Interviewing, Managing Absenteeism and Misconduct, Performance Management, Termination Procedures, and more. Her training has empowered many HR professionals and non-HR managers to enhance their capabilities and contribute effectively to their organizations.

With a proven track record and a genuine commitment to professional development, Serene continues to play a significant role in strengthening the HR ecosystem in Malaysia.

METHODOLOGY

- Interactive Presentation
- Competencies Exercises / Assignments
- Practical / Competency Exercises
- Quizzes
- Questions and Answers

HRDCorp Registered Company
(If Yes, please tick)



Workshop Title: Employer's Rights under Malaysian Employment Law
Date & Time: 22ⁿ April 2026, Wednesday
Venue & Time: Armada Hotel, Petaling Jaya, Selangor (9.00AM – 5.00PM)

Course Fee	No. of participants	Total Fees
Normal Fee	RM1,288.00/pax	
Early Bird Rate (<u>Register before 17/04/2026</u>)	RM1,088.00/pax	
If you bring a friend or colleague	RM988.00/pax	
Total	pax	RM

DETAIL

Company Name: _____ Industry: _____
Contact person: _____ Company Tel: _____
Company Mobile: _____ Email: _____
Address: _____

_____ Vegetraian Meal

1. Full Name : _____ Designation _____
2. Full Name : _____ Designation _____
3. Full Name : _____ Designation _____

(In the event of additional participants kindly fill up another registration form)

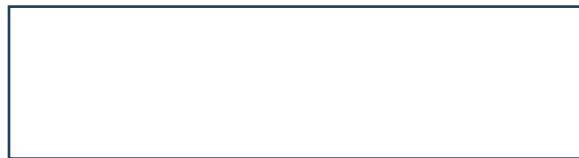
PAYMENT METHOD

- I / We hereby enclose Online Banking Transfer
 Claiming via HRDCorp Claimable Course SBL Khas Levy

Cheque should be crossed and made payable to **YOUNG TITANS ENTERPRISE**. Payments can be deposited into our account - **MBB: 512754-555 259**. A copy of the bank-in slip should be scanned and emailed to seminar.young.titans@gmail.com.

Cancellation/ transfer policy: Payment is refundable for cancellation if cancellation is in writing received 7 working days before the event. You can substitute an alternative participant, particulars of which should be given to us in writing before the event. If any participant is absent on the event day, full payment is chargeable.

YOUNG TITANS ENTERPRISE (YTE) reserves the right to change the venue(s), date(s) speaker(s) or cancel the event due to circumstances beyond its control. **YTE** also reserves the right to alternative arrangements whatsoever without prior notice to you, should it be necessary to do so. Upon signing the registration form, you are hereby deemed to have read and agreed to the terms and conditions herein.



Signature

and

company stamp

Date:

Should you have any further enquiries, please do not hesitate to contact us.

- Email : seminar.young.titans@gmail.com
- Contact: **Mr Teoh**
- Address: Petaling Jaya, Selangor

Contact No: **011- 1057 3088**