

# TERMINATION without Breaking the Law

Learn Employer Rights & Compliant  
Termination Practices



Employer and  
Employee  
Rights




Poor  
Performance  
Management



Disciplinary  
Procedures



 Date: 18th June 2026

 Time: 9:00am to 5:00pm

 Venue: Armada Hotel, Petaling Jaya, Selangor



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

This workshop will be interactive with real life scenarios and Industrial 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 and latest amendments
- 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

### Course Fee:

**Normal Price**

**RM 1,288.00/pax**

**Early Bird Promo**

**RM 1,088.00/pax**

(For HRDCORP grant, please get the approval before 30<sup>th</sup> May)

**If you come with a colleague or bring a friend**

**RM 988.00/pax**

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



# Termination without Breaking the Law

## COURSE SCHEDULE

### 9.00am-10.00am

#### ➤ Employer and Employee Relationship

- Employees within the scope of the Sabah and Sarawak Labour Ordinance
- Workers within the scope of the Industrial Relations Act 1967
- Employer's Implied Obligations
- Employee's Implied Obligations

### 10.00am-11.30am

#### ❖ 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

### 11.30am-12.30pm

#### ❖ Employer's Rights Pertaining to Discipline

- Application of Labour Ordinances on
  - Due Inquiry
  - Suspension
- Permissible Disciplinary Action
- Enforcement of Discipline – A Managerial Function
- Communicating of Disciplinary Rules
- Analysing Misconduct
  - Minor and Major Misconduct
  - Criminal Misconduct
  - Misconduct outside employment
- Types of Misconduct

### 1.30pm – 3.00pm

#### ❖ 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
- Show Cause

- Dismissal due to Misconduct

- What can be deemed as Due Inquiry
- Can Domestic Inquiry be conducted virtually?
- Role of various party in a Domestic Inquiry

### 3.00pm - 4.00pm

#### ❖ Employer and Employee Rights on Retrenchment

- The Code of Conduct for Industrial Harmony 1975
- Termination and Layoff benefits Regulations 1980
  - Does your Employee Handbook play a role
  - Does your Employment Contract play a role
  - Termination benefits entitlement computations
  - Is termination notice period required
- JTK Compliances and documentations
- Employment Insurance System (EIS / SIP) for Retrenched employees

### 4.00pm - 5.00pm

#### ❖ Employment Dispute

- Constructive Dismissal
- Unfair Dismissal / Wrongful Dismissal
  - Time limit to file claim
- JTK (Labour Department)
  - Labour Court
- JPP (Industrial Relations Department)
  - Industrial Court

## ***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:** Termination without Breaking the Law  
**Date & Time:** 18<sup>th</sup> June 2026, Thursday  
**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 <i>(Please get the HRDC Grant approved before 30<sup>th</sup> May)</i>	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: \_\_\_\_\_

\_\_\_\_\_ Vegetarian 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)*

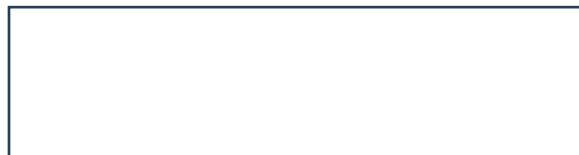
#### PAYMENT METHOD

- 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](mailto: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](mailto:seminar.young.titans@gmail.com)
- Contact: **Mr Teoh**
- Address: Petaling Jaya, Selangor

Contact No: **011- 1057 3088**