



Industrial Relations Issues and Resolutions: Performance Review, Termination, Employee Misconduct, Leave Management and Salary Administration

**Date: 8th May 2019
Wednesday**

Hilton Petaling Jaya

Employees remain as assets to an organization. Their constant attendance and commitment to work will ensure productivity and growth opportunities for both employees and organization.

However, any issues surrounding an employee could also impede operations and create undue industrial relations matters. Hence, this one-day workshop will address issues faced by employers in the areas of performance review, termination, employee misconduct, leave and salary administration and ways to implement positive remedies and resolutions for greater industrial relations and harmony in the workplace.

OBJECTIVES:

1. To provide applied knowledge in the areas of performance review, termination, employee misconduct, leave and salary administration.
2. To provide positive resolutions to organization in addressing industrial relation matters.
3. Build trust with employees to gain their commitment for better engagement.

HOW WILL YOU BENEFIT:

At the end of this training session, participants will learn to:

- Understand basic industrial relations issues and its resolutions.
- Apply the correct methods during performance reviews.
- Understand the application of leave and salary administration in minimizing grievances.
- Understand the various effects of termination without proper procedures.
- Create industrial harmony with positive employee conducts.

Price:

Course Fee
Normal Rate
Early Bird (to enjoy, please register before 2nd May 2019)
If you are AccTecTraining/ KAC member

Price per participant

RM 848.00
RM 795.00
4 Credits

HRDF Claimable

*Prices include: Speaker Notes, Attendance e-Certificate, Tea Breaks and Lunch
 Prices are inclusive of SST 6%.*



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Course Outline

Morning Session

- **Introduction and Icebreaker**
- **Changing Mindset on Industrial Relations Matters**
- **Performance Review**
 - a) The general purpose of reviews
 - b) The proper process of review
 - c) Poor Performance and Remedial Measures
 - d) Placing under Performance Improvement Plan
 - e) Case Study
- **Termination**
 - a) Types of Termination
 - b) Views from the Industrial Court
 - c) The Stand taken by Employment Legislations
 - d) Role Play
- **Employee Misconduct**
 - a) Defining misconduct – 10 critical misconducts
 - b) Citation of Industrial Court Cases
 - c) Discussion – Misconduct: Matching the Type and Addressing the conduct
 - d) The Code of Conduct for Industrial Harmony 1975

Afternoon Session

- **Leave Management**
 - a) Types of Leave and Treatment
 - b) Citation from the Industrial Court
 - c) Exercise
- **Salary Administration**
 - a) Salient Provisions related to the Employment Act 1955
 - b) Ordinary Rate of Pay
 - c) Computation of Overtime Rates
 - d) Exercise
- **Wrap Up, Concluding Remarks and Group Photo**

Trainer's Profile: Asohan Satkunasingham



Mr. Asohan, has developed progressive and innovative HR experiences through leadership roles in multinational corporations for over 27 years. These experiences, has enabled to enhance employee engagement for organisational effectiveness. At Allways People Sdn Bhd, he built people's capabilities for companies in soft-skill programs and optimised human resources through consultancy engagements. The Company is appointed by Human Resource Certification Institute, USA as the Certification Preparation Provider in Malaysia to offer gold standards/ISO accredited HR credentials.

His approach to human resources from the humane resource standpoint, earned recognition to present papers at both local and international conferences for over 10,000 people. A firm believer that business success lies in the effective

management of people's head (thought), heart (feeling) and hands (action).

In building talent pipeline, has shared knowledge in human resource management with Open University Malaysia, Wawasan Open University, Meritus University and Olympia College. A person listed as an Industrial Expert in the National Directory, Ministry of Human Resources Malaysia. Built forte in industrial relations and served two terms as "Employer's Panel" in the Industrial Court of Malaysia.

Contributing towards nation building, he authored "A+B=C™ Practical Guide for Students to Develop Attitude and Behavior for Character Building" aimed at providing root cause solutions to organisational behavior issues. A strong advocate that character building is a school experience to help industries in optimising and developing their human resources. His co-authored book "Are YOU the Missing Piece?" became an international best seller.

To build HR capabilities, has been a performance coach to a few human resource practitioners. To date as an exempted Train-TheTrainer from PSMB, has developed almost 9800 learners by conducting courses in Competency Based Interview, Organisational Development, Change Management, Corporate Culture, Operational Excellence, Collective Bargaining, Costing a Collective Agreement, Personal Development, Competency Based Performance Management, Training Needs Analysis, Instructional System Design, Industrial Relations and Employment Laws. He has successfully developed certification courses in collaboration with universities.

He holds a Masters in Science (By Research) and a recipient of "Pride of HR Profession" Award from the World HRD Congress. For his books, the accolades were the EIPPY International Book Award and Member of Best-Selling Authors International.

METHODOLOGY:

Facilitation, case study, group discussions, role play, videos and activity game base learning.

WHO SHOULD ATTEND

Business Owner/ Director/ General Manager -

Who wishes to be equipped with hands-on industrial relation skills.

Human Resource at all levels.

Suitable for all Industries that has at least 10 employees.



KAC Advisory Services PLT
(LLP 0001155-LGN)
HRDF Training Provider
This training is HRDF claimable under SBL

COURSE TITLE: Industrial Relations Issues and Resolutions: Performance Review, Termination, Employee Misconduct, Leave Management and Salary Administration

EVENT DATE: 8th May 2019, Wednesday

VENUE: Hilton Petaling Jaya, Selangor

<u>Course Fees Per Participant</u>		<u>No. of participants</u>	<u>Total Fees</u>
Normal Price	RM848.00/pax	pax	
Early Bird Price (Register before 2nd May 2019)	RM795.00/pax	pax	
AccTecTraining/ KAC Member	4 credits/pax	pax	
Total			RM

PARTICIPANTS

Company Name: _____ Industries: _____

Contact person: _____ Company Tel & Fax No: _____

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 Cash/ Telegraphic/ Online Banking Transfer
 Cheque No. _____ for amount of RM _____

Cheque should be crossed and made payable to **KAC Advisory Services PLT**. Payments can be deposited into our account - **CIMB: 8009809371**. A copy of the bank-in slip should be scanned and emailed to selangor@kacadvisory.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.

KAC Advisory Services PLT (KAC) reserves the right to change the venue(s), date(s) speaker(s) or cancel the event due to circumstances beyond its control. KAC 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. Prices mentioned here are inclusive of SST 6%.

Signature and company stamp _____ Date: _____

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

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