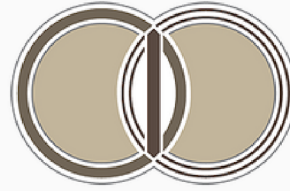


HR TRAINING



UNDERSTANDING EMPLOYMENT ACT 1955

2 DAYS IN-DEPTH HIGHLY PRACTICAL
& EXPERIENTIAL WORKSHOP SESSION

DURATION

2 DAYS

TIME

9AM - 5PM

TRAINING VENUE

AXON CONSULTANCY SDN BHD
KUALA LUMPUR

Axon Consultancy Sdn Bhd (1256670-T)

No. 2-2, Plaza Usahawan Genting Klang, Jalan Danau Niaga 1, Off Taman Danau Saujana, 53300 Setapak, Kuala Lumpur.

Website: www.axonconsultancy.com Tel: +60 12 615 9229

OBJECTIVES

- To make aware the important sections of the Employment Act 1955 to the Participants.
- To understand the proper interpretation and the correct implementation of the various provisions of the Employment Act 1955.



WHO SHOULD ATTEND

- Human Resources Practitioners
- Management Level
- Anyone who would like to learn about Employment Act 1955

DAY I TRAINING OUTLINE

- Scope and Objectives of the Act
- Definition of Wages
- Rights of persons Earning More than RM1,500 up to RM5,000 per month
- Contract of Service
- Absenteeism, Misconduct Breach of Contract and Due Inquiry
- Termination of Employment
- Termination of Employment With or Without Notice
- Payment and Deduction of Wages

DAY 2 TRAINING OUTLINE

- Protection of Woman / Maternity Benefits
- Rest Days & Public Holidays
- Hours of Work / Payment of Overtime
- Annual Leave & Sick Leave
- Complaints and Inquiries
 - Process leading to domestic inquiry
- Latest Updates

ABOUT THE TRAINER



EUNICE LEE

MBA, International Management Centre (IMC)
Certificate in Personnel Management in MIPM
Certificate in Training Management
Certificate in Knowledge Management
Advance Certificate in Knowledge Management

In the past 40 years of her career in Human Resources, she has experience in the design, management and in setting up Human Resource policies and procedures, Human Resource Integrated System (HRIS), Performance Management System, Compensation and Reward System, 'Job Analysis, Job Design and Job Evaluation Process', Development of Job Grading and Salary Structure, Job Description, Competency Profiling, Manpower Planning, Succession Planning, and Training and Development.

She has held positions of Senior Group General Manager, Human Resources of public listed organization and Head of Human resources of a conglomerate. She was also very much involved as a KM Team Leader in the journey to transform the company into knowledge based organization. Her efforts as a KM Team Leader was instrumental to the company winning the Human Capital Development Award in May 2004 and the 1st Malaysia Emerging Knowledge Organization (MEKO) award in December 2005.

She has conducted several public trainings and in-house company training. She has also contributed articles on HRIS and knowledge Management in magazines and media. Ms Eunice Lee has completed Human Resource Consulting assignments with several organizations which include the areas of Career Management, Training Needs Analysis, Development of Human resource Manual and Competency Profiling and Conducting HR Audit, Retainer Advisor Consultant for Disciplinary Matters.

TRAINING INFO

COURSE SCHEDULE

Date: Please contact us

Time: 9 AM - 5 PM

Training is available only as face-to-face training.

COURSE FEE

Normal Price : RM 1,800

- Inclusive of training material, certificates & meals.
- A Certificate of Attendance will be issued, participant must achieve 100% attendance and participate in all team discussions.

LOCATION

Axon Consultancy Sdn Bhd
No. 2-2, Plaza Usahawan Genting Kelang,
Jalan Danau Niaga 1, Taman Danau Saujana,
53300 Kuala Lumpur.

REGISTRATION

Contact **012 - 615 9229** (Call / WhatsApp) or
Email **jack@axonconsultancy.com**