

A PRACTICAL APPLICATION OF THE EMPLOYMENT ACT 1955 & RELATED LAWS & REGULATIONS - MALAYSIA

"Apply Malaysian Labour Laws Effectively and Confidently in the Workplace"

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

This intensive course offers a detailed and practical understanding of Malaysia's Employment Act 1955, including all recent amendments and related labor regulations. Participants will explore key provisions, case laws, HR compliance requirements, and industrial relations procedures. The course ensures HR practitioners, business owners, and line managers understand how to apply employment legislation in everyday workplace scenarios to avoid legal pitfalls and foster fair employment practices.

Objectives

By the end of this training, participants will be able to:

- Understand and interpret the Employment Act 1955 and its amendments
- Apply provisions relating to wages, working hours, benefits, termination, and maternity protection
- Navigate laws relating to foreign workers, contract employees, and employment misconduct
- Understand the Industrial Relations Act and procedures for dispute resolution
- Ensure HR policies and practices comply with current legal standards

Why Attend

- Gain practical legal knowledge relevant to the Malaysian labor market
- Avoid penalties by applying compliance-driven HR practices
- Ensure fair treatment of employees under statutory requirements
- Improve employee relations and reduce conflict

Target Audience

- HR Professionals & Managers
- Business Owners & Employers
- Legal and Industrial Relations Officers
- Payroll & Compliance Officers
- Line Managers & Supervisors involved in HR practices

Individual Benefits

- Develop confidence in handling labor law matters
- Stay current with statutory changes and best practices
- Strengthen your professional HR and legal expertise
- Gain practical case-handling skills

Organizational Benefits

- Ensure organizational compliance with Malaysian labor laws
- Minimize exposure to legal claims and disputes
- Build a transparent and equitable workplace culture
- Foster trust between employer and employees

Instructional Methodology

- Malaysian case law analysis
- Role-playing and mock disciplinary hearings
- Group discussions and legal scenario evaluations
- Practical exercises and compliance checklists
- Interactive lectures from legal and HR experts

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Day 1: Understanding Employment Law Framework

- Module 1: Introduction to Malaysia's Labour Law Landscape (07:30 – 09:30)
- Module 2: Scope & Applicability of Employment Act 1955 (09:45 – 11:15)
- Module 3: Contract of Service vs. Contract for Service (11:30 – 01:00)
- Module 4: Employee Categories & Threshold Wages (02:00 – 03:30)

Day 2: Rights & Benefits under the Act

- Module 1: Wages, Overtime, and Allowances (07:30 – 09:30)
- Module 2: Working Hours, Rest Days & Public Holidays (09:45 – 11:15)
- Module 3: Annual Leave, Sick Leave & Hospitalization Leave (11:30 – 01:00)
- Module 4: Maternity Protection & Paternity Leave (02:00 – 03:30)

Day 3: Employment Termination & Misconduct

- Module 1: Termination Procedures & Payment in Lieu (07:30 – 09:30)
- Module 2: Dismissal for Misconduct & Domestic Inquiries (09:45 – 11:15)
- Module 3: Retrenchment, VSS & MSS Guidelines (11:30 – 01:00)
- Module 4: Resignation, Notice Periods & Constructive Dismissal (02:00 – 03:30)

Day 4: Labour Laws Beyond the Employment Act

- Module 1: Industrial Relations Act 1967 – Key Provisions (07:30 – 09:30)
- Module 2: Trade Unions & Collective Agreements (09:45 – 11:15)
- Module 3: Handling Disputes & Claims under the IR Act (11:30 – 01:00)
- Module 4: Employment Insurance System (EIS), EPF & SOCSO Obligations (02:00 – 03:30)

Day 5: Practical Application & Compliance

- Module 1: Updating Employee Handbook & HR Policies (07:30 – 09:30)
- Module 2: Legal Compliance Checklist for HR Audit (09:45 – 11:15)
- Module 3: Case Study: Legal Risk Assessment Exercise (11:30 – 01:00)
- Module 4: Final Workshop: Mock Tribunal + Q&A Panel (02:00 – 03:30)

Certification

Participants will receive a Certificate of Completion upon successful participation and completion of all course activities. This training aligns with Malaysian labor law standards and is ideal for internal HR audit and legal compliance purposes.

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Interested in running this course for your team?

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