

# PRACTICAL APPROACH TO THE EMPLOYMENT ACT, 1955

Approved Training Provider



## KNOW YOUR RIGHTS!

UNDERSTAND THE REGULATIONS & COMPLIANCE TODAY

### The Modules

1. The Contract of Service
2. Types of Contract of Service
3. Contract of Service and Contract for Service
4. Contractors & Principals
5. Understanding definitions and Applications of Key Operative Terms in The Act
6. Termination Simpliciter
7. Employee Misconduct
8. Wages
9. Application of Terms "Wages"
10. The Law on Payment of and Deductions from Wages
11. Application of Benefits under Part 12 of The Act
12. Employers Obligations under Part XIII
13. Employment (Amendment) Act 2010

### BENEFITS

1. Be familiar with the requirements on contract of employment
2. Be familiar with the rights of both the employer and the employees terms of employment
3. Understand the objective and coverage of the Act
4. Be aware of the minimum provisions of the act on leave, O/T, maternity benefits and working

# ACT NOW!

LIMITED TO 20 SEATS ONLY

### FACILITATOR

**Sajni Dharamdass**



She attained her Master in Human Resource Management from Canterbury, University, Certificate in TEFL/TESOL from Teflex, UK, and Certificate in Safety & Health Officer – National Institute of Safety and Health (NIOSH). As a consultant and trainer, she is specializing in people development, English Language and Safety & Health. She has more than 18 years of training experience in various corporate companies.

### Training Programme Details

Date : 16th & 17th Jan 2018  
Day : Tuesday & Wednesday  
Venue : Wisma WIM  
Time : 9am to 5pm

Fees :

a) Normal Price	RM 1,200
b) Early Bird	RM 999
c) WBN Member	RM 800
d) Group (Min 3)	RM 999/pax

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WOMEN'S INSTITUTE OF MANAGEMENT (264164-K)  
A Non-Profit Company Limited by Guarantee  
& Without Share Capital

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7 Jalan Abang Haji Openg,  
Taman Tun Dr. Ismail,  
60000 Kuala Lumpur, Malaysia

# PRACTICAL APPROACH TO THE EMPLOYMENT ACT, 1955



HRDF CLAIMABLE

## Methodology

This program is essentially participative and practical with lectures, exercises, Industrial Court cases, group discussions & presentations.

## WHO SHOULD ATTEND?

HR Managers, HR Execs, Team Leaders, Managers, Anyone who leads / manages people, business owners

### Registration Event Details

**Title** : Practical Approach to the Employment Act  
**Trainer:** : Sajni Dharamdass  
**Date** : 16th & 17th January 2018 (Tue&Wed)  
**Time** : 9am-5pm

### Course Fee

<b>Normal</b> RM 1,200	<input type="checkbox"/>	<b>WBN / Alumni</b> RM 800	<input type="checkbox"/>
<b>Early Bird</b> RM 999 <i>(First 10 participants)</i>	<input type="checkbox"/>	<b>Group (Min. 3)</b> RM 999/pax	<input type="checkbox"/>

Name (1) : \_\_\_\_\_  
 Name (2) : \_\_\_\_\_  
 Name (3) : \_\_\_\_\_  
 Company : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode : \_\_\_\_\_ City : \_\_\_\_\_  
 Telephone : \_\_\_\_\_ Mobile : \_\_\_\_\_  
 Email : \_\_\_\_\_

### Cash / Cheque

I enclose cash / cheque RM \_\_\_\_\_ payable to the 'WOMEN'S INSTITUTE OF MANAGEMENT'

### Bank Transfer

Women's Institute of Management Account  
 CIMB Bank Berhad  
 8000694925  
 (Fax or email bank-in slip as proof of payment)

### Credit Card

Please charge RM \_\_\_\_\_ to my credit card (Visa / Master)

Name of Cardholder : \_\_\_\_\_

Credit Card No. : \_\_\_\_\_

Expiry Date : \_\_\_\_\_ Card Issuing Bank : \_\_\_\_\_

Are you a WIM Member : Yes  No

I understand that a place is reserved when payment has been received

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

### REGISTRATION

Registration Form must be completed and submitted together with full payment of the seminar fees to WIM before commencement of the seminar. Otherwise, we may have to treat your registration(s) as unconfirmed.

### SUBSTITUTION OR CANCELLATION

Substitution of participant(s) is allowed provided WIM is notified in writing of the same with the name of the new participant(s) at any time prior to commencement of the seminar.

WIM reserves the right to cancel, reschedule or postpone the seminar due to unforeseen circumstances. Every effort will be made to inform registered participants.

### PAYMENT

Payment paid is not refundable.

### GROUP DISCOUNT

An organization sending 3 or more staff members to attend is entitled to RM1100 per participant.

### Mailing Address

Venue : 1<sup>st</sup> Floor, Wisma WIM  
 7, Jalan Abang Haji Openg  
 Taman Tun Dr. Ismail  
 60000 Kuala Lumpur.  
 Tel : 03-7725 0268 / 0288 ext 16  
 Fax : 03-7725 0286  
 E-mail : cds@wimnet.org.my  
 Website : [www.wimnet.org.my](http://www.wimnet.org.my)

Fees inclusive of 6% GST, tea-breaks, luncheon, course materials and Certificate of Attendance.