

Registration Form

AN UPDATE ON EMPLOYMENT ISSUES IN MALAYSIA

14th - 15th March 2012 ♦♦♦ Kristal Suite, 1st Floor, West Wing, Hilton Petaling Jaya
11th - 12th April 2012 ♦♦♦ Kristal Suite, 1st Floor, West Wing, Hilton Petaling Jaya

Dear Sir,
Please register the following name(s) for this training programme :

1) Name : _____
Position : _____
Email : _____

2) Name : _____
Position : _____
Email : _____

3) Name : _____
Position : _____
Email : _____

(Please photocopy for more participants)

Approving Officer :

Name : _____
Position : _____
Organization : _____
Address : _____

Tel : _____ Fax : _____

Email : _____

Kindly indicate the preferred session

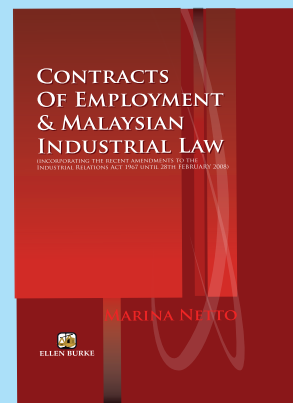
☐ 14th - 15th March 2012

☐ 11th - 12th April 2012

How to Register

Tel : +603-77858502 /03 /04
Fax : +603-77858505
Email : info@ellen-burke.com
Fax or Post your registration form to :

Ellen Burke (M) SDN BHD
Suite 708, 7th floor, Menara Majestic
No.15, Jalan Othman Section 3,
46000 Petaling Jaya, Selangor, Malaysia



A complimentary copy of this hard cover book will be given to participants after payment is received. For more information on this book, visit our website at www.ellen-burke.com

Programme Fee

Your investment for attending this Programme :

RM1,500.00

A discount of RM100.00 for payment received on or before **12th March 2012 / 9th April 2012** or with **3 or more participants from the same organization**

How to Pay

Fees must be paid before commencement of the training programme

All cheques should be crossed and made payable to "Ellen Burke (M) Sdn Bhd"

Or by direct transfer to :

- HSBC, Petaling Jaya : 202-614087-101
- MBB, Petaling Jaya : 514169160179

Receipts would be issued for all payments made to Ellen Burke (M) Sdn Bhd

Hotel Accommodation

Cost of hotel accommodation is not included in the programme fee



ELLEN BURKE

A 2-Day Human Capital Development Training Programme

AN UPDATE ON EMPLOYMENT ISSUES IN MALAYSIA

COVERING: WHISTLEBLOWER PROTECTION ACT 2010 • EMPLOYMENT (PART-TIME EMPLOYEES) REGULATIONS 2010 • PERSONAL DATA PROTECTION ACT 2010 • EMPLOYMENT (AMENDMENT) ACT 2011 • NWCC ACT 2011

Registered under the PSMB (HDRF) SBL – Khas Scheme

TARGET AUDIENCE

Managing Directors • Senior Managers • Human Resource Managers
Employee Relations Managers • Industrial Relations Managers
Employment Managers • Recruitment Managers • HR Specialists
HR Practitioners • Line Managers • Corporate Officers • HR Executives

DATE

14th - 15th March 2012
11th - 12th April 2012

VENUE

Kristal Suite
1st Floor, West Wing
Hilton Petaling Jaya

www.ellen-burke.com

About The Organisation



ELLEN BURKE

Ellen Burke is an organisation which is well grounded in human resource management including industrial relations matters.

We provide our clients with a wide range of professional services that includes consultancy, training of personnel and advice on human resource management issues.

ELLEN BURKE (M) SDN BHD
We take your Human Resource issues seriously.

Benefits Of Attending The Programme

- (i) The impact of the provisions of the **Whistleblower Protection Act 2010** on the employer-employee relationship.
- (ii) Knowledge of employer's liabilities under the **Employment (Part-Time Employees) Regulations 2010**.
- (iii) Handling complaints of Sexual Harassment at the workplace and employer's responsibilities under the **Employment (Amendment) Act 2011**.
- (iv) Learning to conduct a lawful retrenchment exercise in the organization.
- (v) The **Employment (Amendment) Act 2011** and its Application at the Workplace.
- (vi) Identifying employer's responsibilities under the **Personal Data Protection Act 2010**.
- (vi) The **NWCC Act 2011** and employer's liabilities.

About The Trainer



MARINA NETTO

Marina Netto had been a practising lawyer in the area of Industrial Relations and Corporate Law for 16 years, representing the employers and in other instances, the employees in the Industrial Court, High Court, Court of Appeal and the Federal Court. She has advised in disputes relating to collective bargaining and assisted in the negotiation and conclusion of a number of collective agreements. With the wealth of experience and knowledge acquired from legal practice for having represented these 3 entities on separate occasions, she has authored a book entitled 'Contracts of Employment and Malaysian Industrial Law', a comprehensive book covering the whole spectrum of industrial relations expounding the latest principles that would assist in fostering a sound working relationship between the employer and its employees. Details of the contents of the book are at the website: www.ellen-burke.com.

Marina Netto had been the main presenter in a number of ground breaking training programmes on industrial relations organized by Ellen Burke (M) Sdn Bhd which have inspired many Human Resources Practitioners and Managers to greater heights of performance. She is well known to have the ability to enlighten participants by leading them towards the subject matter and allowing them to relate to the subject matter with a number of case studies so as to make the process of learning easier and engaging.

Programme Timing

The programme will commence at 9.00am on both days and finish at 5.45pm. Registration will take place at 8.30am. There would be 3 breaks at appropriate intervals for refreshments and lunch.

Programme Outline

DAY ONE

8.30am : Registration

9.00am : **The Status of the Employee at the Workplace**

- (i) Under the **Employment Act 1967**
- (ii) Under the **Industrial Relations Act 1967**
- (iii) The Present Position

Case Studies

Particular Categories of Employees:

- (i) Foreign Workers
 - the protection under the **Employment (Amendment) Act 2011**
- Case Studies**
- (ii) Part Time Employees:
 - nature & extent of employee's rights under the recent amendments to the **Employment (Part-Time Employees) Regulations 2010**
- (iii) Women:
 - Protection under the **Employment (Amendment) Act 2011**
- Case Studies**
- (iv) Contractors for Labour:
 - under the **Employment (Amendment) Act 2011**

10.30am : *Tea Break*

10.50am : **Minimum Wages – The NWCC Act 2011**

- (i) Establishing The Minimum Wages
- (ii) Effect of The Minimum Wages Order
- (iii) Employer's Responsibilities and Liabilities Under The Minimum Wages Order
- (iv) Various Possibilities of varying The Minimum Wages Order – Employer's Participation

1.00pm : *Lunch*

2.00pm : **The Employment (Amendment) Act 2011**

- (i) Scope of the Amendments on employment issues
- (ii) Employers' responsibilities
- (iii) Extent of employer's liabilities
- (iv) Penalty on employers

3.40pm : *Tea Break*

4.00pm : **Handling Sexual Harassment At The Workplace**

- (i) Sexual Harassment under the **Employment (Amendment) Act 2011**
- (ii) Forms of Sexual Harassment
- (iii) Case Law on Sexual Harassment
- (iv) Employer's Responsibilities under the **Employment (Amendment) Act 2011**
- (v) Employer's liabilities under the **Employment (Amendment) Act 2011**

Case Studies

5.45pm : End of Day One

Programme Outline

DAY TWO

9.00am : **The Whistleblower Protection Act 2010**

- (i) Who is a Whistleblower?
- (ii) Dealing with Whistleblowing at the Workplace
- (iii) Extent of Protection to Whistleblowers under the **Act 2010**
- (iv) Employee's remedies under the **Act 2010**
- (v) Employer's liabilities under the **Act 2010**

Case Studies

10.30am : *Tea Break*

10.50am : **Employee's Obligations to The Employer**

- (i) Employee's duty to exercise reasonable care and skill
 - The line that is drawn between negligence and poor performance
- Case Studies**
- (ii) Employee's duty to obey lawful and reasonable instruction given by the employer
 - To what extent is this obligation absolute?
- Case Studies**
- (iii) Employee's duty of Loyalty and Fidelity
 - Abuse of IT facilities at the workplace
 - The various risks to employers under the **Personal Data Protection Act 2010**

Case Studies

1.00pm : *Lunch*

2.00pm : **Reorganization of employment in an Economic Downturn**

- Redundancy & Retrenchment
- (i) What amounts to a lawful retrenchment?
- (ii) The Selection Process
- (iii) Employer's rights
- (iv) Application of the principle of Last-In-First Out
- (v) Procedure for Retrenchment
- (vi) Consequences of wrongful Retrenchment
- (vii) The Challenges of Retrenchment and ways to overcome these challenges
- (viii) Alternative to Retrenchment

Case Studies

3.40pm : *Tea Break*

4.00pm : **The Contract of Employment**

An overview -
under the **Employment (Amendment) Act 2011**

5.45pm : End of Day Two