

如何制定有效的员工手册及人力资源管理政策

依据最新雇用法令修正案2022

18 April 2023, 9am - 5pm（华语班）

COURSE OBJECTIVE

At the end of the program, participants are able to:

- Create a comprehensive employee handbook for your organization.
- Design a HR policies that complied with the labour laws.
- Help to reduce the risk of conflict and tribunal claims.

讲师：

Brian Wee

- 马来西亚人力资源发展部认证讲师及人力资源顾问
- 超过30年经验的企业培训及咨询

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COURSE INTRODUCTION

One of a company's most important communication tools is the employee handbook. But creating or revising one can be an overwhelming job. It must be legally sound, up-to-date, clearly written, and comprehensive. Clear and explicit terms and conditions of service, as well as articulation of organization expectations, are central to fostering workforce performance and the maintenance of
industrial discipline.

This one – day program is specially designed to provide an in – depth knowledge and understanding about the important of employee handbook and HR policies in maintaining order in the organization. The handbook can be used as a tool to communicate with the employees to put forward the company aspiration, vision and mission and served as terms and conditions for employees

COURSE CONTENT

MODULE 1: EMPLOYEE HANDBOOK

- Introduction – Historical Background of Company
- Organizational Framework
- Terms and Conditions of Employment
- Hiring Policies
  a. Probation
  b. Promotion
  c. Transfer
  d. Annual Increments
  e. Allowances
  f. Annual Bonus
  g. Leave Benefits
  h. Medical Benefits
  i. Discipline Procedure
  j. Retirements, Retrenchment and Termination
  k. Grievance Procedures
  l. Updating and New insertion of policies and procedures according to Recent Employment (Amendment) Act, 2022

COURSE CONTENT

MODULE 2: HR POLICIES

- Leave policy
- Timesheet Management Policy
- Time and Attendance Policy
- Overtime Calculation and Compensation
- Workplace Discrimination Policy
- Sexual Harassment Policy
- Flexible Working Arrangement Policy
- Force Labour Policy

TARGET AUDIENCE

Business owners, HR Manager/ Executive/ Officer/ Assistant and all entry level practitioners in Human Resource Management

COURSE METHODOLOGY

Lecture, discussions, case studies, and presentations

DURATION

1 Day