Employment Act - The Naked Truth: Course Outline and Schedule

Training Objective:
Participants will gain practical mastery of the key provisions under the Employment Act 1955, focusing on real-life application in HR operations – from hiring to termination. This course aims to equip HR professionals with the legal clarity and confidence to handle everyday workplace situations in full compliance with the law.

Training Outcome:

Participants will be able to confidently advise management and employees on matters related to the Employment Act 1955, ensuring HR decisions are both compliant and ethically sound. They will be equipped to handle real-corporate HR scenarios with legal accuracy and practical confidence.

Pre-Requisite:

- A **basic understanding of HR practices** and terminology.
- Participants are likely to be **HR Professionals, Executives, Managers or Directors and Business Owners,** who deal with employee relations, hiring, leave management, and compliance.
- Some **prior exposure to the Employment Act 1955** or experience in handling employee matters may be beneficial but is not strictly required.

The course is designed to help participants gain **practical mastery** of the Employment Act 1955 and is suitable for those looking to strengthen their legal clarity and confidence in HR operations.

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Course Outline and Schedule

Time	Enabling Objectives	Content	Duration	Methodology	Assessment	Material
DAY 1						
9:00am	Opening *Build rapport & ease participants into learning environment*	• Welcome message & reiteration training objective & outcome • Agenda run-through • Speed networking • Brief intro of the trainer	60 mins	Icebreaker	NA	Slides Ice-Breaking Cards Handouts
10:00am	Module 1: Introduction to the Employment Act 1955 *Provide participants with foundational knowledge of the Employment Act 1955*	• History of the Employment Act 1955 • Purpose of the Employment Act 1955 • Other relevant labour laws	30 mins	Lecture Storytelling	NA	Slides Handouts
10:30am	Morning Tea Break		20 mins			
10:50am	Module 2: Key Provisions Part 1: The Basics *Equip participants with a clear understanding of core entitlements under the Employment Act 1955*	• Who is being covered by the Employment Act 1955 • What is meant by wages • Payment of wages • Deduction of wages • Working hours & shift work • Rest Days • Overtime Payment	100 mins	Lecture Case Study Demonstration	NA	Slides Handouts Whiteboard
12:30pm	Lunch		60 mins			
1:30pm	Battle of the Batu Seremban *Boost energy levels, and prepare participants for the remainder of the day's training with renewed enthusiasm*	• Playing the traditional game of Batu Seremban • Group Picture	45 mins	Energiser	Games	Background Music Batu Serembans Prizes

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2.15pm	Module 3: Key Provisions Part 2: Cuti-Cuti Malaysia *Help participants understand the various leave entitlements provided under the Employment Act 1955*	• Annual Leave • Sick Leave & Hospitalisation Leave • Public Holidays • Congratulatory & Compassionate Leave • Other Types of Leave	75 mins	Lecture Case Study Demonstration	NA	Slides Handouts
3:30pm	Afternoon Tea Break		20 mins			
3.50pm	Module 4: Key Provisions Part 3: Parents Protection *Provide participants with a clear understanding of parental leave entitlements under the Employment Act 1955*	• Maternity Leave & Allowance • Protection for Pregnant Mothers • Paternity Leave	55 mins	Lecture Case Study	NA	Slides Handouts
4.45pm	Closing: Q&A *Clarify doubts and reinforce understanding*	• Q&A	15 mins	Q&A	NA	NA
5:00pm	END					

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Time	Enabling Objectives	Content	Duration	Methodology	Assessment	Material
DAY 2						
9:00am	Opening *Build rapport & ease participants into learning environment*	• Getting to know each other • Recap of Day 1 • Day 2 Agenda run-through	45 mins	Icebreaker	NA	Ice-Breaking Cards Slides Handouts
9.45am	Module 5: Key Provisions Part 4: Sexual Harassment *Equip participants with knowledge to identify and respond to sexual harassment cases in accordance with Employment Act 1955*	• Definition of sexual harassment • Sexual Harassment Inquiry • Awareness of Sexual Harassment	45 mins	Lecture Case Study Group Discussion	Presentation	Slides Handouts Stationery for Activity
10:30am	Morning Tea Break		20 mins			
10.50am	Module 6: Key Provisions Part 5: Termination *Enable participants to understand the legal requirements and best practices for managing termination & retrenchment*	• Termination of Contract of Service • Termination/Lay-Off Benefits • Code of Conduct of Industrial Harmony 1975 • Retrenchment	70 mins	Lecture Case Study Demonstration Assignment	Assignment	Slides Handouts
12.00pm	Module 7: Key Provisions Part 6: Other Amendments *Familiarise participants with additional key amendments under the Employment Act 1955*	• Flexible Working Arrangements • Employment of Foreign Workers • Contract For Service vs. Contract of Service	30 mins	Lecture Case Study	NA	Slides Handouts
12.30pm		Lunch				

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1.30pm	The Alchymyst's HR Card Game *Energise participants through a fun HR card game that reinforces key concepts while sparking laughter*	• The Toxic Workplace Game	45 mins	Energiser	Games	HR Card Games Prizes
2.15pm	Module 9: Employers Obligations & Compliance *Explore employer responsibilities and compliance requirements*	• Introduction to Employment Regulations 1957 & Employment (Part Time) Regulations 2010 • Consequences of non-compliance • Grievances handling, dispute resolution and role of labour courts	45 mins	Lecture	NA	Slides Handouts
3.30pm		Tea Break				
3.50pm	Assessment *Assess participants' comprehension,*	• Grand Finale Quiz Fiesta	60 mins	Assignment	20 Multiple Choice Questions	Quiz Paper Souvenir Certificate
4.50pm	Closing: Q&A *Clarify doubts and reinforce understanding*	• Q&A	10 mins	Q&A	NA	NA
5:00pm	END					

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