

REGISTRATION

I wish to attend the “**Labour Law & Industrial Relations for Effective Quarry Management**” from 20 - 21 February 2017.

Name:

I/C No:

Date of Birth:

IQM Membership No (if any):

Co's Name:

Address:

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Position Held:

Telephone: Fax:

Email:

Enclosed is Cheque / Bank Draft / Money Order

No..... for RM..... payable to

“**Institute of Quarrying Malaysia Bhd**”.

A/C No: 014187 208342 Maybank

(kindly email bank transaction advise)

PLEASE FORWARD PAYMENT TO:

INSTITUTE OF QUARRYING MALAYSIA BHD

No. 23, Jalan Utama 1/7,

Taman Perindustrian Puchong Utama (Puchong Perdana),

Seksyen 1, 47100 Puchong, Selangor DE, Malaysia.

Tel: 03-8062 4194/5 Fax: 03-8061 8258

Email: admin@iqm.com.my Website: www.iqm.com.my

Date:

Signature & Chop

(Please photocopy the Registration Form if required)

GENERAL INFORMATION

A. Registration Fee

Member : RM 700.00

Non-Member : RM 800.00

Government Officers : RM 700.00

This is inclusive of course materials, morning and afternoon tea, lunch and transport for site visit.

B. Course Size

Participation is limited to not more than 30 persons and will be based on first-come first-served basis.

C. Accommodation

You may arrange your accommodation with the following hotels:

1) *Sri Puchong Hotel* 03-80623373

2) *Green Hotel* 03-80686666

3) *Four Points By Sheraton Puchong* 03-58918888

D. Cancellation

A deduction of 50% of the Registration Fee will be made being handling charges for cancellation after confirmation by phone or facsimile. No refund shall be made for cancellation after the closing date of the course. A substitute is accepted.

E. Closing Date

The closing date for registration is 13 February 2017.

For further information contact:

Mdm Nirmala Devi

Tel: 03-8062 4194/5 Fax: 03-8061 8258

Email: nirmala@iqm.com.my Website: www.iqm.com.my

NOTE: Cheque enclosed with the Registration Form does not necessarily mean that you have been automatically accepted until official confirmation by the Institute of Quarrying Malaysia Bhd.



LABOUR LAWS & INDUSTRIAL RELATIONS

FOR

EFFECTIVE QUARRY MANAGEMENT



20 - 21 FEBRUARY 2017

Organised By



INSTITUTE OF QUARRYING MALAYSIA

Supported By



DEPARTMENT OF MINERAL & GEOSCIENCE MALAYSIA

to be held at:

INSTITUTE OF QUARRYING MALAYSIA BHD
23, Jalan Utama 1/7, Tmn Perindustrian Puchong Utama
(Puchong Perdana), Section 1, 47100 Puchong, Selangor D.E.

INTERNATIONAL AFFILIATIONS:



INTRODUCTION

To become an effective quarry manager, one has to be well versed with the Malaysian Labour Laws. It is sad to note that most managers are very well versed with their own employment hand book but fail to understand the basic labour laws. This special tailor made course touches on the basic Labour Laws together with industrial relations with employees, will be an interesting and beneficial platform to managers who want to be effective in their daily operations. The workshop leader Mr. Ewe who has more than 30 years' experience in the said field will share his invaluable experience. Those who attend his workshop will value the time spent with him. Participants are entitled to free consultancy from Mr. Ewe via telephone or e-mail should one requires a second opinion on problems faced.

COURSE OBJECTIVES

- (a) To understand the various important laws governing employment.
- (b) To teach participant the correct way of handling industrial dispute and grievances with employees
- (c) To understand the do's and don'ts of effective quarry management pertaining to employment
- (d) To understand what win-win situation is all about in Industrial Relation Management

WHO SHOULD ATTEND

- Managers who has a pool of employees under their care
- HR Practitioners and all managerial staff

WORKSHOP CONTENT

DAY ONE:

- What is Labour Laws?
- Employment Laws in Malaysia and area of focus
- Labour, Civil and Criminal Laws.
- Management and Employees Prerogatives
- Overview of Labour laws
- Acts which govern labour laws
- Highlights of the Employment Act:
- Laws related to wages and laws related to working conditions
- Laws related to social security
- Latest amendments to labour laws

DAY TWO:

- What are industrial relations?
- Characteristics of Industrial Relations
- Objective of Industrial Relations
- Approach to discipline
- Role of Employers and good labour relations.
- Code of conduct for good Industrial Relations
- Labour Court and its functions
- The Industrial Relations Department and its function
- The Industrial Count and its functions
- Professional ways of handling:
 1. Absenteeism
 2. Domestic Inquiry
 3. Dismissal
 4. Major and Minor Misconduct
 5. Grievance handling
 6. Termination
- Highlights of the Industrial Court

SPEAKERS

MR EWE KHENG HOON

Managing Director and Principal Consultant of UMEGA CONSULTANCY SERVICES SDN BHD
BSc, Hull University, England

Prior to consulting, Mr. Ewe was the Group Human Resources Director and Advisor for both local and multinationals Companies. He has 40 years of training experience and has conducted various training programs for the manufacturing and service industries on Lean Management, TQM, TQC, QCC, and Human Resources Management. To date, not less than two hundred companies have benefited. His specialty in “Quality Quotient Overwrite Emotional and Intelligent Quotient” has so far become the latest craze in the training arena. Of late, teambuilding activities have been his main focus.

On CSR contributions, he is involved in FMM, Penang Society of Quality and Reliability and Industrial Court.

