



FMM INSTITUTE

Centre for Professional Development

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur

Tel: 03-62867200 Fax: 03-62761316 E-mail: hasnah@fmm.org.my / anitha@fmm.org.my

SMETAP PROGRAMME

FMM Executive Certificate In Industrial Relations Management



This programme provides theoretical and practical knowledge in industrial relations management. The main objective of the programme is to develop potential industrial relations practitioners who will be prime movers and contribute significantly to the development of the industry.

COURSE MODULES

Module 1: Industrial Relations Practices in Malaysia

- Evolution of Trade Unions
- Industrial Relations Act 1967
- Employee Misconduct and Disciplinary Action
- Domestic Inquiry Procedures
- Trade Disputes and Industrial Actions
- Industrial Court

Module 2: Malaysian Employment Law

- Introduction to Malaysian Employment Law
- Essential Aspects of The Employment Act 1955 (Incorporating 1998 Amendments)
- The Essential Aspects of the Children and Young Persons (Employment) Act 1966
- The Essentials Aspects of the Employees Provident Fund Act 1991
- The Essential Aspects of the Employees' Social Security Act 1969
- The Essential Aspects of the Workmen's Compensation Act 1952
- Occupational Safety and Health Act 1994
- Factories and Machinery Act 1967

Module 3: Compensation and Benefits

- Forms of Compensation and Benefits
- Performance Appraisals Management
- Performance Appraisals System
- Legal Issues on Compensation, Performance Planning and Management

Module 4: Collective Bargaining and Negotiation

- Collective Bargaining Concepts
- Collective Bargaining Process
- Trade Unions and Legal Provisions



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LEARNING OUTCOMES

- To understand the development and functions of the Trade Union
- To be equipped with the pertinent regulations governing key human resource issues under the Industrial Relations Act 1967
- To gain an understanding of the process of collective bargaining
- To learn what constitutes misconduct and how the domestic enquiry procedures and process work
- To be familiar with some common trade disputes and industrial actions taken
- To understand the role play by the Industrial Court

WHO SHOULD ATTEND

Executives, Officers and Supervisors.

COURSE STRUCTURE

Contact Days / Hours : 16 days / 112 hours

Lecture Days : Sat and Sun

Duration of Programme : 4 months

Evaluation

Assignment and final examination

AWARD OF CERTIFICATION

Participants are required to meet the 80% course attendance requirement to qualify to sit for FMM Institute's internal examination. Participants who have attended at least 80% of the programme will be awarded a Certificate of Attendance and those who pass the internal examination of this programme will be awarded the FMM Executive Certificate in Industrial Relations Management.

ADMINISTRATIVE DETAILS

Date : Mar 24 – Jul 15, 2012

Time : 9.00 a.m. – 5.00 p.m.

Venue: **FMM Institute**

2nd Floor, Wisma FMM

No.3, Persiaran Dagang, PJU 9

Bandar Sri Damansara

52200 Kuala Lumpur

Fees: **RM4,000.00 per participants**
(Fees do not include meals)

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6-9 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 5 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

Reminder: Please submit the registration form at least two (2) weeks before the commencement of the programme. One (1) copy of this registration form is required for each programme. All parts of this form must be duly completed.

PROGRAMME TITLE: FMM EXECUTIVE CERTIFICATE IN INDUSTRIAL RELATIONS MANAGEMENT

A. GENERAL INFORMATION

1. MyCoID :

2. Employer Code Number :

3. Registered Name And Address : _____
Of company _____

Tel : _____ Fax : _____ E-mail : _____

Contact Person : _____

B. DETAILS OF TRAINING PROGRAMME

Type Of Training : Public Programme In-House Programme (Please tick (/) in appropriate box)

Dates : **Mar 24 – Jul 15, 2012** Training Location: **Wisma FMM, No 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur**

Name of Training Provider : **FMM Institute** E-mail : clsia@fmm.org.my

C. DETAILS OF PARTICIPANT ATTENDING THE PROGRAMME

	Name	Designation	NRIC.
1.	_____	_____	_____
2.	_____	_____	_____

(Please attach separate list if necessary)

D. EMPLOYERS DECLARATION

1. I (name) _____ agree to send these particular trainees to attend the above programme under SMETAP Scheme.

2. I give the authority to Pembangunan Sumber Manusia Berhad (PSMB) to debit _____ from our HRDF account for the course fees as follows :

a) For public Programme : RM _____ / trainee; or

b) For in-house programme : RM _____ / day

I also agree for the course fee of training to be debited although our trainees withdraw after the confirmation letter has been issued.

3. If payment by cheque, please crossed and made payable to "PEMBANGUNAN SUMBER MANUSIA BERHAD".
CHEQUE NO : _____ AMOUNT : RM _____

Distance from company to training venue : Below 50 KM Above 50 KM

Signature : _____

Name and Company : _____

Stamp
Chairman, Executive Director, General Manager,
Training Manager/HR Manager, Executive

Date : _____

