

## REGISTRATION FORM

We would like to register for the following Workshop on  
**Termination of Employment**

No	Name of participant (s)	E-mail
1.		
2.		
3.		
4.		

Name of Person In-Charge: \_\_\_\_\_

Designation: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **COURSE FEES**

(Please tick ✓ where applicable)

MEF/SCCI Members – RM680 per participant payable to:  
**Malaysian Employers Federation**

Non-Members – RM780 per participant payable to:  
**MEF Academy Sdn Bhd**

Attached is our cheque no. \_\_\_\_\_ for RM: \_\_\_\_\_

**Please Forward Registration Form and Course Fee to:**  
**Mr John Chua**

**SARAWAK CHAMBER OF COMMERCE & INDUSTRY**

Lot 4.12B, Level 4, Wisma Satok, Jalan Satok, 93400 Kuching

Tel: 082-237148 Fax: 082-237186 E-mail: [scci@cdc.net.my](mailto:scci@cdc.net.my)

# WORKSHOP ON TERMINATION OF EMPLOYMENT



**Date: 13 – 14 March 2007**

**Time: 9.00 a.m. – 4.30 p.m.**

**Venue: Hotel Grand Continental, Kuching**



MEF ACADEMY SDN BHD  
3A06-3A07, Block A, Phileo Damansara II, Off  
Jalan Damansara  
46350 Petaling Jaya, SELANGOR  
Tel: 03-79557778 Fax: 03-79556808  
<http://www.mef.org.my>



SARAWAK CHAMBER OF COMMERCE & INDUSTRY  
Lot 4-12B, Level 4, Wisma Satok, Jalan Satok  
93400 Kuching, SARAWAK  
Tel : 082-237148 Fax : 082-237186  
E-mail : [scci@cdc.net.my](mailto:scci@cdc.net.my)  
<http://www.scci.org.my>

## Termination of Employment

### Objectives

This course has been designed to identify specifically the different kinds of termination of employment and dismissal cases. Participants will be informed of the proper procedures that need to be adopted in dealing with different situations. Specific cases dealt with by the Industrial Court identifying the pitfalls will be discussed.

### Topics Covered

- Dismissal for misconduct
  - Procedures
- Types of misconduct that merit dismissal
- Some terms of termination of Employment
  - Poor performance
  - Negligence
  - Failure to meet targets
  - Malingering
  - Absenteeism
  - Assault of a superior
  - Retrenchment
  - Retirement
  - Fixed term contract
  - Constructive dismissal
  - Conflict of interest
  - Confessions
  - Medical leave
  - Resignation
  - Victimization

### Who Should Attend

All those involved in handling personnel and industrial relations functions.

### Trainer

M. Vivekanandan is a General Manager with Malaysian Employers Federation. He has extensive experience representing employers in Industrial and Labour Court for the past 12 years. Prior to his attachment to the Malaysian Employers Federation, he had served the Department of Labour the Department of Industrial Relations (H.Q) holding various positions. He was involved in the administration and enforcement of labour laws for 25 years.

### Course Fees

RM780 per participant, inclusive of seminar materials, refreshments and lunch. Less RM100 for MEF/SCCI members.

For MEF/SCCI members, kindly make your cheque(s) payable to:

Malaysian Employers Federation.

For non-members, cheque(s) should be made payable to:

MEF Academy Sdn Bhd.

For enquiries please contact: Mr John Chua  
Sarawak Chamber of Commerce & Industry (SCCI)  
Kuching.

Tel: 082-237148 Fax: 082-237186