

IMPROVING SKILLS IN MANAGING SUBORDINATES

MODULE 2

WORKERS' RIGHTS & EMPLOYMENT BENEFITS

DESIGNED FOR

All Managers, Executives and Supervisors whose duties include supervision of subordinates.

OBJECTIVES

To appraise Delegates on your employees' contract of employment and the rights of their subordinates so that the Delegates may handle day-to-day matters effectively.

CONTENTS

- ✿ **Employment Contracts**
 - *Contract of service*
 - *Types of contracts*
 - *Variation of terms of contract*
 - *Resignations/Termination of contract*

- ✿ **Your Company's Contract of Employment**
 - *Executive/Non-executive contracts*
 - *Company Handbook*
 - *Collective Agreement*
 - *Overview of terms of service*

- ✿ **Employment Act**
 - *Scope*
 - *Statutory benefits*
 - *An overview*

METHODOLOGY

Lectures Case Study
Discussions

DURATION

2 Days

COURSE FEES

RM15,000

**Our programmes are guaranteed
All Modules qualify for HRDF subsidy**