

DRAFTING HR FORMS AND LETTERS

Critical tools for all Human Resource practitioners!

13 & 14 FEBRUARY 2012

MEF ACADEMY TRAINING CENTRE



COURSE OBJECTIVE

This course will introduce participants to the various Human Resource (HR) related forms and letters relevant for day to day administration. Participants will be able to understand the legal basis for the forms and provided the legal guidelines for drafting all relevant HR documents & letters. Sample templates will be provided to all participants.

COURSE OUTLINE

- Understanding HR systems
- Customisation of HR system
- Key components in HR documentations
- Designing HR forms – guidelines & legal compliance
- Job Application Form – structure and content
- Job Requisition /Job Specification Form – structure and content
- Leave Application Form and Time off Form – structure and content
- Interview Assessment Form – structure and content
- Performance Review Form – structure and content
- Employee Feedback Form –structure and content
- Staff Grievance Form – structure and content
- Performance Counselling Form – structure and content
- HR correspondence letters – guidelines and its purpose
- Job Offer letter
- Warning and Show cause letter
- DI notification /Suspension letter
- Medical Check notification letter
- Medical Board Out Letter
- Performance Improvement letter
- Probationary letter
- Self Termination letter
- Resignation Acceptance Letter
- Retirement Notification Letter

METHODOLOGY

- Lectures,
- Group discussions and
- practical guide
- Sample templates

Facilitator's Profile

Mr. DEVANAND is a Certified Trainer under the **Australian TAFE system** and is author of the human resource management book entitled **HR Made Simple**, published in year 2000.

Mr. Devanand is also Certified Trainer by the Human Resource Development Board (HRDB) and Certified Hospitality Trainer (AMERICAN HOTEL & MOTEL,2002). He has 15 years experience in HR advisory and training at the operational level and previous working experience as HR Manager with manufacturing, service, construction and education industry.

Major clients as trainer and consultant include: Putra World Trade Centre, PNMB, DRYPERS, MINOLTA, DOME CAFÉ, BERJAYA HOTELS, TELEKOM, STAR PUBLICATION, SHINETSU, SNOW FOODS, OMRON, TRANSMARK and INTERGRATED LOGISTIC BERHAD.

Mr. Devanand holds a Bachelors degree in Social Science(University Malaya), Masters in Human Resource Management (Newcastle, Australia) & Masters in Business Administration (Atlantic International University, USA)

He has written articles for NST (MIHRM) appointment column on HR issues (2000-2001) and is a part-time facilitator/lecturer for MBA Degree and Diploma students.

COURSE FEE

MEF members – RM650 per participant
Non-members – RM800 per participant
10% Group Discount (3 or more participants)



MEF ACADEMY SDN BHD (REG NO.: 670301-W)

(Formerly known as MEF TRAINING ACADEMY SDN BHD)

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PUBLIC COURSE REGISTRATION FORM

TO:

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P.O. Box 11026, 50732 **Kuala Lumpur**
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☐ c/o Malaysian Employers Federation
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30450 **Ipoh, Perak**
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☐ c/o Malaysian Employers Federation
Room 4.03, 4th Floor, Kompleks Mutiara,
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10-01 & 10-02, Jalan Sri Perkasa 2/18,
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25300 **Kuantan, Pahang**
Attn: Cik Rohana E-mail: mefktn@mef.org.my
Tel: 09-567 9152 Fax: 09-567 9153

We would like to enrol:

Mr. / Ms.: FULL NAME	Designation	E-mail & Tel. No. (Trainee)	Course	Date & Venue

Company : _____

Address : _____

Tel. No : _____ Fax No : _____

Contact person : _____ Designation : _____

Signature : _____ E-mail Contact Person : _____

Attached is our cheque no. : _____

payable to : ☐ Malaysian Employers Federation (MEF members only)

☐ MEF Academy Sdn Bhd (non-members)

NO CASH PAYMENTS / CASH CEHQUES ACCEPTED.

☐ Please tick ☐ where applicable and fax / send the registration form to the respective offices where the course is being held.

☐ For further information on the courses please contact the nearest MEF offices.