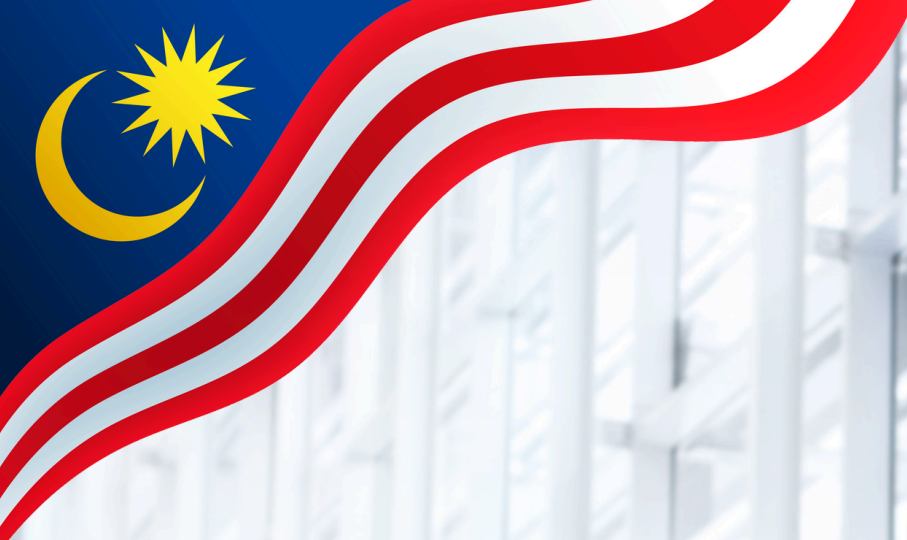




**Designed for Training
Professionals in Malaysia**

Industrial Relations Training Content

2 Day Pre Designed Training Content - Ensuring full legal compliance with Malaysian labour laws, including the Employment Act 1955, Industrial Relations Act 1967, and Trade Union Act 1959.

**Exclusively Designed to Train HRs, Managers
and Leaders on **Malaysian Industrial Relations Labour Laws****



For Malaysian Training Professionals

ICARIANS

DESIGNED & DEVELOPED FOR

- Freelance Trainers & Facilitators
- **Leadership Trainers**
- **Organizational Development Coaches**
- HR & L&D Professionals
- Communication Skills Trainers
- New and Aspiring Trainers

2 DAY PRE-DESIGNED PROGRAM

WITH TRAINER'S NOTES FOR EACH SLIDE

Let's Look inside the Collection





This Pre-Designed Content holds 9 Folders



**And Each Folder holds
specific Files**



Content Details -

1. Program Outline and Agenda

2 Day Detailed Program Outline of 11 Modules

2. Explanation of Malaysian Industrial Laws

4 Summarised PDFs of Employment & Industrial Relations Act

3. Day 1 - Program PPT

40+ Slides covering 5 Modules of Day 1

4. Day 2 - Program PPT

40+ Slides cover 6 Modules of Day 2

5. Detailed Trainer Guides

Trainer guides for Day 1 and Day 2

6. Trainer's Notes for Each Slide

Day 1 and Day 2 Trainer's Notes for each Slide

7. Case Studies with Notes

5 Case Studies with Discussion Notes

8. Module Specific Activities

20+ Activities for Day 1 and Day 2

9. Sample Templates in Doc Format

7 Templates covering show case letter, DI Notice etc.

Let's Look at some Screenshots



Of the Content



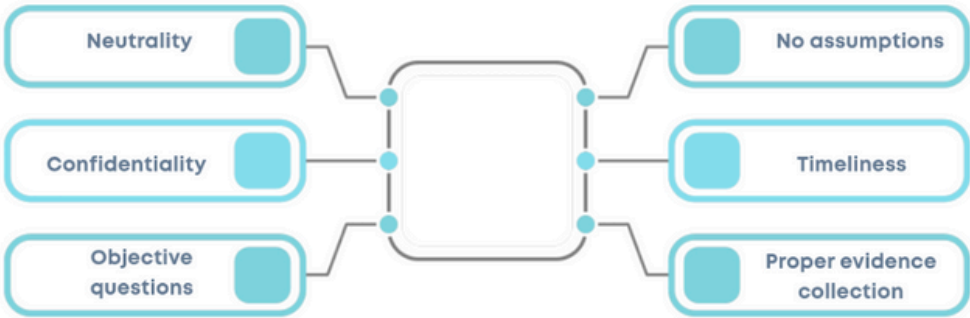
Introduction
to Industrial
Relations

Module 1



Designed with Creativity
and Elegance

Investigation
Essentials



Case Study Activity: Law Violations

Participants review:

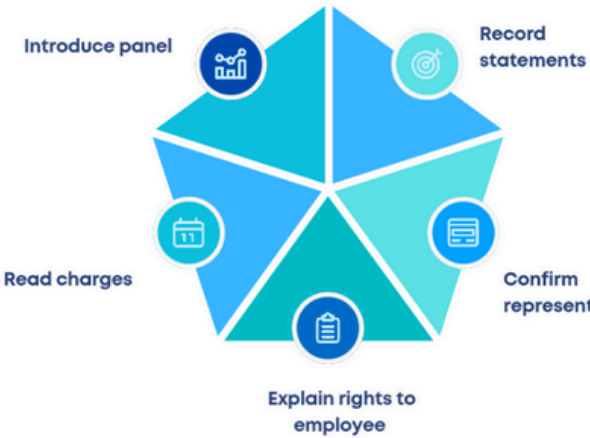
- HOURS OF WORK
- OT PAYMENTS
- PH RULES
- CONTRACT TERMS
- IDENTIFY WHICH LAWS WERE VIOLATED



Industrial Relations
Act 1967



DI Opening

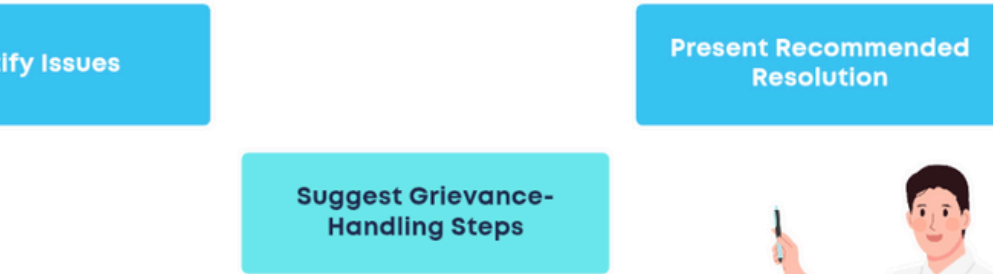


Grievance Handling Procedure



REVIEW A GRIEVANCE CASE STUDY

ACTIVITY TASK



A good PIP includes:

PIP Structure



For Master Trainers

Poor Performance vs Misconduct

Poor Performance



Misconduct



Key Documents

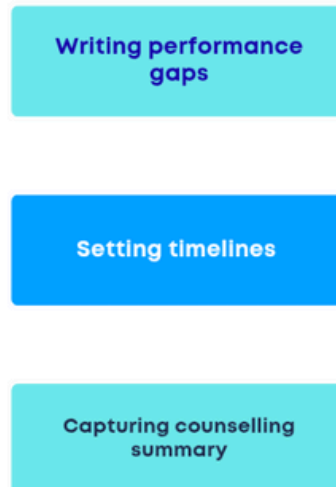


Legal Requirements

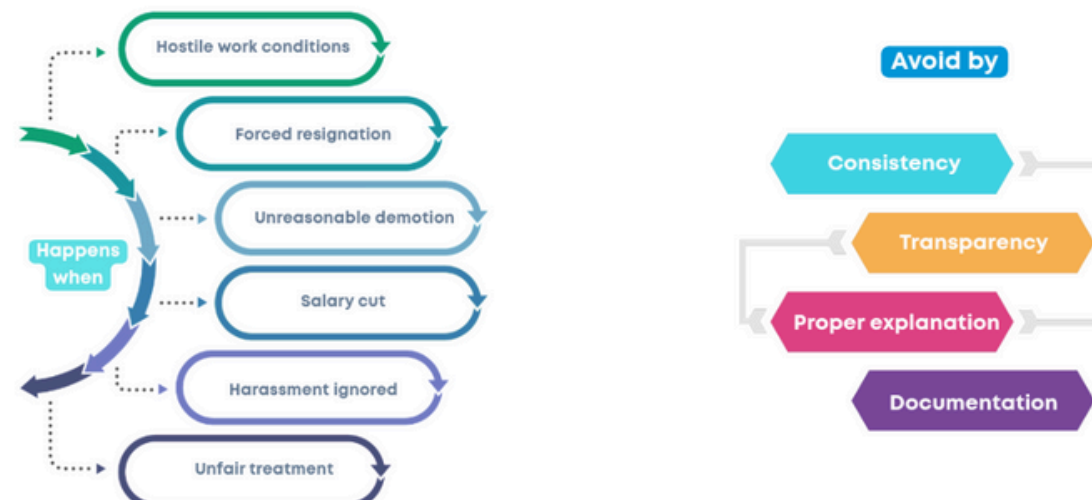


Draft PIP & Counselling Notes

ACTIVITY TASK



Constructive Dismissal



Grievance Handling & Workplace Disputes

Module 6



Employment Act 1955.

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Overview

LAW 1 – EMPLOYMENT ACT 1955 (EA 1955)

The Employment Act 1955 is the foundational labour law in Peninsular Malaysia & Labuan. It governs the minimum employment standards that employers must comply with.

✓ 1. Purpose of the Act

The Act aims to:

- Protect employees' basic rights.
- Regulate working conditions and wages.
- Prevent exploitation or unfair treatment.
- Ensure fair and consistent employment practices.

⚠ **Trainer Insight:**

Industrial Relations Laws

MINIMUM WAGES ORDER

Overview

1. What is the Minimum Wages Order?

The Minimum Wages Order (MWO) is a law issued under the National Wages Council Act 2011 to ensure that all employees in Malaysia receive a minimum wage prescribed by the government.

The order is revised from time to time depending on:

- cost of living
- inflation
- national productivity
- economic conditions
- labour market trends

This applies to ALL sectors – including manufacturing, retail, services, hospitals,

Trainer's Guides & Notes Screenshots

Day 1

Introduction to Industrial Relations (9:00 AM – 9:30 AM)

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Module 1

Duration: 30 Minutes

Day 1

Conducting Domestic Inquiry – Step by Step | 1:00 PM – 2:30 PM

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Module 4

MODULE 4: Conducting Domestic Inquiry – Step-by-Step

Duration: 1 hour 30 minutes

Day 2

Performance Improvement Plan (PIP) & Industrial Relations Compliance - 10:45 AM – 12:00 PM

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Module 7

1. Trainer Opening Script (10:45 AM – 10:50 AM)

“Welcome back everyone.

In this next module, we’re diving into one of the most misunderstood and misused HR tools – the Performance Improvement Plan, or PIP.

Many companies in Malaysia use PIP incorrectly.

Some use it as a shortcut to terminate employees.

Activities for Each Module

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10+ Activities for Day 1

MODULE 1 – INTRODUCTION TO INDUSTRIAL RELATIONS

(Activities for Slides 1–8)

◆ Activity 1: “IR Reality Check”

Slide: 2 (What is Industrial Relations?)

Purpose: Break assumptions, set context.

Process:

1. Trainer asks participants to write 3 words they associate with “Industrial Relations.”
2. Participants share in small groups.

Template 6

Notice of Termination

(Poor Performance – After PIP Failure)

(Legally aligned with Malaysian Industrial
Relations & Court precedents)

[Company Letterhead]

Case Studies, Activities & Templates

Case Studies

“The Absenteeism Dilemma & OT Misunderstanding”

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Case Study 2

“The Absenteeism Dilemma & OT Misunderstanding”

Template 3

Domestic Inquiry (DI)

Notice

“Bullying Complaint or Performance Issue?”

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Case Study 3

“Bullying Complaint or Performance Issue?”

(Module Link: Module 6 – Grievance Handling & Workplace Disputes)

CASE STUDY 3 – Malaysian Workplace Scenario

Company: MegaTel Communications, Kuala Lumpur
Department: Customer Service
Employee: Farid (Executive, 1 year of service)
Supervisor: Ms. Rina (Team Leader)

Farid submits an **official grievance** to HR:

“My supervisor is bullying me.

This **Lifetime Content** is White labelled and Editable



It means you can put your logo or
customise it for your professional
training sessions



For Malaysian Training Professionals

ICARIANS

Available to Download

Pre Designed - 2 Day Industrial Relations Training Content

- Program Outline and Agenda
- Day 1 and Day 2 with 80+ Slides
- Trainer's Notes for each slide
- Trainer's Guides
- Case Studies
- Activities and Sample Templates

RM 1890.00

~~RM 2700.00~~



For any questions

 **+91-8585-966-966**

 **TRAINERS@ICARIANS.NET**