



FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-6277 6712 / 62761316 E-mail: hasnah@fmm.org.my / anitha@fmm.org.my

FMM CERTIFICATE IN INDUSTRIAL RELATIONS PRACTICES IN MALAYSIA

SBL SCHEME

FMM Certificate in Industrial Relations Practices in Malaysia is developed with the aim to prepare HR Personnel to manage the complexities as well as the changing needs of the industries in regards to Industrial Relations. It will provide sound theoretical knowledge of the subject matter with practical application.



COURSE OBJECTIVES

At the end of this programme, participants would :

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

WHO SHOULD ATTEND

This programme is meant for those who are currently involved in the HR functions. It is also recommended for those at junior and middle management levels.

ENTRY REQUIREMENTS

- Minimum MCE/SPM/SPVM education level.
- Minimum 1 year working experience.

Assessment:

Assignment : 25%

Test : 15 %

Final Exam : 60%

COURSE STRUCTURE

Number of contact hours	: 36 hours (excluding lunch time)
Lecture day	: Saturday & Sunday
Duration of programme	: 2 Months

ADMINISTRATIVE DETAILS

Date:

Time: 9.00 a.m – 5.30/5.00 p.m

Venue: **FMM Institute**

2nd Floor, Wisma FMM

No.3, Persiaran Dagang, PJU 9

Bandar Seri Damansara,

52200 Kuala Lumpur

Fees: Member **RM 1,000.00** per pax

Non-Member **RM 1,200.00** per pax

(Fees include course materials and refreshments)

Completed registration form, faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed. There will be no refund or cancellation within 0-5 days prior to the programme, 50 % refund for cancellation between 6-9 days and full refund for cancellation 10 days prior to the programme. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to cancel or re-schedule the above programme and all efforts will be taken to inform participants of the changes.



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COURSE CONTENTS

- Evolution of Trade Unions
 - Legal Definition
 - Membership of Trade Union
 - Employers' Attitudes to Trade Union
 - Registration of a Trade Union
- Industrial Relations Act 1967
 - objective and salient features of Industrial Act 1967
 - Case Law with special focus on Superior Court judgement
- Collective Bargaining
 - Deciding Terms and Conditions
 - Recognition Procedure
 - Negotiation Techniques
 - Collective Agreement
- Employee Misconduct and Disciplinary Action
 - Types of misconduct
 - Disciplinary procedures
- Domestic Inquiry Procedures
 - Domestic inquiry process
 - Common pitfalls
- Trade Disputes and Industrial Action
- Industrial Court
 - Awards of the Court
 - Jurisdiction of the Court



REGISTRATION FORM

FMM CERTIFICATE IN INDUSTRIAL RELATIONS PRACTICES IN MALAYSIA

Saturday & Sunday, Date: _____, Venue : FMM Institute, Kuala Lumpur

(To be completed in BLOCK LETTERS)

A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : _____ NRIC No. : _____

Designation : _____ Name of Company : _____

Permanent Address : _____

Correspondence Address : _____
(if different from permanent address)

Tel No. (H) : _____ (O) : _____ Fax No. : _____

E-mail Address : _____ H/P No: _____

Date of Birth : _____ Sex : _____ Age : _____ Nationality : _____ Race : _____

B. EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended		Highest Qualification Obtained
	From	To	
Secondary : _____	_____	_____	_____
College / University : _____	_____	_____	_____
Any Special Professional Course : _____	_____	_____	_____

C. SPONSORSHIP

Company Sponsored Self Sponsored Please Tick (√)

D. SUBMITTED BY (To be filled if sponsored by company)

SBL Please Tick (√)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ PSMB Code No : _____

E. DECLARATION

I hereby declare that the information provided is correct and complete.

Signature of Participant: _____ Date: _____

Payment Advice:

Enclosed cheque/bank draft No. _____ for RM _____ being payment for _____ participant(s) made in favour of "FMM Institute".

Please fax or mail the registration form to :

Hasnah / Anitha Tel : 03-62867200 Fax : 03-62776712 / 62761316
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