

HRM & FOREIGN EMPLOYEES MANAGEMENT WORKSHOP

(previously known as Managing Foreign Worker)

Date : 9th – 10th December 2015

Venue : Vistana Hotel, Kuala Lumpur

Workshop Description

With the large numbers of Foreign Workers in Malaysia, we do come across numerous social problems in the country related to them such as conflict at work place, strike, grievances at their respective Embassy, vandalism, illegals and etc. However little do we know that these Foreign Employees are actually harmless for any organization and they are very manageable.

In today's scenario, Foreign Human Capital Management can no longer be relegated to playing a passive role in an organization's mission. It needs to be an integrated part of any industrial operations. It is essential that we manage these Foreign Employees well and they are very manageable once we know what to do.

This workshop is designed for HR Personnel, Operations Managers, Entrepreneurs and SMI Business Owners from any Industries who wish to develop their understanding of both Pre-Employment and Post-Employment of Foreign Employees and simultaneously, to improve their skills in managing Foreign Human Capital effectively.

Workshop Objectives

- Understand the Legal Act & Government Policies
- Procedures on Recruitment of Legal Foreign Employees
- Managing Foreign Employees–Coaching & Counseling Skills
- Handling Foreign Employees' Challenges–Do's & Don'ts
- HR Job Scope as 'A Key Role' in an Organization

Who Should Attend?

- HR Personnel
- Operations Managers
- Entrepreneurs
- SMI Business Owners

Workshop Chronology

0830	Registration
0900	Workshop Begin
1030 – 1045	Morning Refreshment
1300 – 1400	Lunch
1530 – 1545	Afternoon Refreshment
1700	End of Workshop

Chronology applies for Day 1 and Day 2.

Facilitated & Marketed by:

ATCENSM

This training is **PSMB claimable**
Subject to PSMB approval

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Module Outline

Module 1: Understanding The HR Role

- Outline the role and the main functions of Human Resource in managing Foreign Employees in an Organization.
- The Role of all other Parties that Oversees the Foreign Workers

Module 2: Knowledge Of The Employment Law

- Understanding the Employment Act
- Learning about the typical types of contracts
- Identifying the Responsibilities of an Employer: No Discrimination, Equal Treatment & provide the necessary
- Respecting Health and Safety regulations
- Understanding Anti-Human Trafficking

Module 3: The Recruitment Process–Pre Employment

- How to apply for JTK (Labor Dept. Quota)
- How to obtain KDN's approval in order to Recruit
- Defining Foreign Employees' Job Scope & Recruitment Criteria
- How to select Foreign Legal Recruitment Agents
- Conducting effective interviews and Decision Making
- How to obtain apply Visa from the Immigration Dept.

Module 4: Management Of Foreign Employees–Post Employment

- Handling Employees & their clearance at the Airport
- Hostel / accommodation preparation & management
- How to conduct an effective Induction Session
- Techniques in Handling Foreign Employees
- Measuring their performance at work

Module 5: Building A Relationship With Your Employees

- Effective reward / remuneration strategy
- Handling grievances & identifying the root causes
- Implementing an effective disciplinary procedure
- Dealing with poor performance & absenteeism
- Renewal or termination of the employment

Module 6: Innovation In HRM – The Key Role

- Understanding & Innovating HR's Job Scope–In Whole
- Understanding the needs in any Industry–Benchmarking
- Understanding the needs in our Country
- Change now for a better tomorrow

Program Facilitator

Kumar MK

Kumar is a Certified TQM Trainer for organizations and also a Certified IOSH Awareness Trainer. He has an European MBA in General Management, HR and Operations from the Paris Graduate School of Management (PGSM), France.

Kumar has more than 18 years of working experience starting as a trainee to becoming a General Manager to an organization of over 1000 employees. He has worked in industries such as HR Consulting and Recruitment, Manufacturing, Services and ICT. He has also many dealings with many Government Departments and Embassies.

Kumar has held a variety of leadership and management roles in various organizations. Prior to starting his own HR Consulting and Training Business today, he was attached to an HR Consultation and Recruitment organization. Before that he was working as a General Manager and he was solely responsible for the organization's operations and growth throughout the years. He was also managing 1000 employees and 95% of them were Foreign Human Capital.

He was also formerly the Business Development Manager with one of the largest MSC Status IT solutions provider in Malaysia, as an acting General Manager for an audio/video parts manufacturing listed company and has also worked as a Mechanical Designer for an automation manufacturer which produces conveyors and mechanical lifts or elevators. Throughout his career he has continuously develop his employees' behavior and skill sets.

Over the years, Kumar has evolved himself from a typical employee mindset to a have a corporate entrepreneur mindset full of enthusiasm, charismatic and high integrity manager cum trainer.

Today he consults and trains in soft skills, TQM, motivation, appraisal, handling employees grievances either local or foreign employees or payroll. Additionally he has assisted in many projects related to analyzing and implementing good organizational working culture and HR practices especially in handling Foreign Human Capital.

He has also developed an ability to easily integrate and positively interact with any clientele base including Fortune 500 companies, foreign counterparts / agencies and multinational staff at all levels believing in integrity, strong team commitment, accountability, safety and also cost efficiency

Here are some of the organizations that Kumar has had the privilege of working with are as per the followings; Family Bakery, Domino's Pizza, Lam Seng Plastic, T.G.I Fridays, Lee Huat Plastic, Bubbagump Restaurants, Tamadam Industries, Café Baberra, Euro-CGA, Italiannies, Vickrah Plastics, Kluang Station Coffee, CBI Industries, Station Kopitiam, Gold-Kogyo Msia, Burger Kings, Wyson Industries, Chilli Rush, Megafoam Industries, The Apartment

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Companies that have attended “Managing Foreign Worker Workshop” since 2013

Adabi Consumer Industries Sdn Bhd
Agensi Pekerjaan Neraja Sdn Bhd
Agensi Pekerjaan Times Management Airfoil Services Sdn. Bhd.
APM Shock Absorbers Sdn Bhd
Becker Industrial Coatings (M) Sdn Bhd
Bekaert Southern Wire Sdn Bhd
Elektrisola (Malaysia) Sdn Bhd
Felda Finisar Malaysia Sdn. Bhd.
Fresh Start Bakeries (Malaysia) Sdn Bhd

Genting Plantations Berhad
HeveaBoard Berhad
Inovar Industries Sdn Bhd
Jaya Nets Sdn Bhd
Jotun (Malaysia) Sdn Bhd
Koperasi FRIM Berhad
Malaysia Marine And Heavy Engineering Sdn Bhd
Malton Berhad
Mega Fortris (Malaysia) Sdn. Bhd.
Paling Industries Sdn. Bhd.
Perusahaan Jaya Plastik (M) Sdn Bhd
Pestech Sdn Bhd
Pleasure Latex Products Sdn Bhd

Prometric Tecxhnology Sdn Bhd
QL Foods Sdn Bhd
QL Poultry Farms Sdn Bhd
QSR Brands (M) Holdings Sdn Bhd
Robert Bosch Roset-Big Sdn Bhd
San Miguel Yamamuta Woven Products Sdn Bhd Shorubber (M) Sdn Bhd UMW Advantech Sdn Bhd Upeca Aerotech Sdn. Bhd. Versetile Paper Boxes Sdn Bhd
Whitex Garments Sdn Bhd

Participants' Feedbacks

“It may help and improve myself on how to handle foreign employees as I am new in this field”

- Assistant Human Resource, Upeca Aerotech Sdn. Bhd

“Give me more information and more preparation if there is any problem happening. Teach me how to solve and answer the complaints or problems”

- HR Assistance , Jaya Nets Sdn Bhd

“Gain good knowledge and new information”

- Senior HR Clerk, QL Foods Sdn Bhd

“Good for myself about the knowledge of foreign workers and understanding about law and handling foreign workers”

- HR Executive, Mega Fortris (Malaysia) Sdn. Bhd.

“This workshop is really useful in my jobs scope in handling foreign workers”

- HR Assistant, Paling Industries Sdn. Bhd.

6th
SESSION
SINCE 2013!!!

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Registration Form

Participant 1

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Participant 2

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Participant 3

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Human Resource / Approving Manager: _____

Job Title: _____ Email: _____

Company Name: _____

Address: _____

Tel: _____ Fax: _____

Authorized Signature: _____ Invoice Attention To (Mr/Ms): _____

Company Stamp Chop:

PROGRAMME FEE

RM1,999 - per participant

(6% GST is chargeable)

Group Discount of 10% for 3 or more participants who register for the workshop at the same time and are from the same organization.

****This training is PSMB claimable**
Subject to PSMB approval

To register, complete this form:

1. Email form back to sender's email address/
shera@atcen.com
2. Fax this form to +603-8940 2620

Bank Draft:

Payable to **ATCEN SDN BHD** and courier to:
18-1 Jalan Dagang SB4/1, Taman Sungai Besi Indah,
43300 Seri Kembangan, Selangor Darul Ehsan,
Malaysia.

By Direct Transfer:

Account Name: **ATCEN Sdn Bhd**
Bank : Public Bank Berhad
Acc No : 3-1304600-34

All bank charges to be borne by payer.

For further information,
kindly email your enquiry
to shera@atcen.com

Terms & Conditions

1. Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend the conference or training workshop.
2. Payment is required with registration and must be received prior to the event to guarantee the seat.
3. Payment has to be received 7 working days prior to the event date to confirm registration.
4. Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However a substitute is welcome at no additional charges
5. Walk-in participants with payment will only be admitted on the basis of seat availability at the event and with immediate full payment.
6. The organizer reserves the right to make any amendments and/or changes to the workshop, venue, facilitator replacements and/or modules if warranted by circumstances beyond its control.
7. The certificate of completion will be awarded by ATCEN Sdn. Bhd.
8. The information that you provide in the Registration Form and information provided at any other time during the event, can be used by the organizer and related parties to offer, provide and continue to improve its programs and other services. Participants are responsible to advise the organizer if they do not wish to be included in the above.

For Office Use Only

Corporate Sales Consultant:

SHERA

Invoice Number:

Invoice Date: