



MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

MIHRM is a member of the World Federation of People Management & Malaysia's HR Professional Body

CERTIFIED INDUSTRIAL RELATIONS MANAGER COURSE

Become a specialist in Industrial Relations/Employee Relations



The program is designed to provide in - depth applied skills for professionals assigned to manage industrial relations functions and offers an extensive blend of theories and practices in this field. The program serves as an excellent forum for participants to obtain wider insight into the broad spectrum encompassing Industrial Relations.

*The project paper submitted by participants' as a requirement for this program will be submitted for the award of "CHRP" (Certified Human Resource Practitioner) or "CAHRP" (Certified Advanced Human Resource Practitioner) by MIHRM conditional upon the other requirements being met as stipulated in the Professional Certification document.



MIHRM is an Approved Training Provider under PSMB
& a member of the World Federation of People Management

ADMISSION REQUIREMENTS

Professional Diploma in HR Management from MIHRM or its equivalent, with working experience in the area of industrial/ employee relations.

OR

Possess a Degree in any discipline from recognized University, with at least a year of working experience at executive level in human resource.

OR

Practicing human resource professionals / practitioner at executive level and above for more than 3 years in the area of industrial/ employee relations.

OR

Individual who are interested in acquiring in - depth knowledge of industrial relations and who are considered suitable by the Program Director.

COURSE SCHEDULE

Duration: 5months

Schedule: Alternate Saturday (9.00am – 5.00pm)

COURSE ASSESSMENT

Examination/ Assignment/ Mock Trial/ Project Paper/ Action Learning.

MEDIUM OF INSTRUCTION

The program would be conducted in English Language and therefore proficiency in that language is essential.

THE FACULTY

The faculty will comprise of experts in the field of industrial relations and labor laws, carefully selected on the basis of their knowledge and understanding of the subject , the IR presentation skills and their contributions towards the practice of industrial relations and will include leading practitioners, consultants, academics and lawyers .

COURSE FEE

Course Fee:

RM 5,000.00 per participant (Peninsular Malaysia)

RM 6,000.00 per participant (Sabah/Sarawak)
[Inclusive of course notes and examinations]

Instalment plan is provided for self -sponsored participants. Please liaise with the course coordinator for details.

COURSE OUTLINE

- ❖ The contractual relations between employers and employees.
- ❖ The provisions of the Employment Act 1955, Trade Unions Act 1959, Industrial Relations Act 1967, Employee Provident Fund Act 1991, Employee Social Security Act 1967 and other related legislation.
- ❖ Termination & Dismissals - substantial reasons and procedural requirements.
- ❖ Collective bargaining, role of unions, joint consultation & handling of disputes.
- ❖ The dispute settlement machinery - the Industrial Court, the Industrial Relations Department , the Labor Department .

COURSE STRUCTURE

Unit	Scope of Coverage	Duration
1.	Employment Act 1955 & other Labour Laws	21 hours
2.	The Employment Contract	14 hours
3.	Termination of Employment	14 hours
4.	Industrial Relations & Collective Agreements	14 hours
5.	Disputes Settlement Machinery	14 hours
6.	Mock Trial & Presentation (Labour & IR Court)	14 hours
7.	Action Learning	4 hours
8.	Project Paper	3 month

AWARD OF CERTIFICATION

Upon successful completion of the course, participants will be accorded recognition as “Certified Industrial Relations Manager” by the Malaysian Institute of Human Resource Management (MIHRM).

Your Learning Centre :
ALLWAYSPEOPLE
Developing People In All Ways

Allways People Sdn Bhd
RL2.003 & 2.003A
2nd Floor
The 19 USJ City Mall
Persiaran Kewajipan
47630 Subang Jaya
Selangor

REGISTRATION & ENQUIRY

- 1 . Complete the Registration Form and submit to MIHRM with RM500 .00 as Registration Fee.
- 2 . Payment of Course Fee shall be made on or before commencement of the program.
3. Mode of Payment: Cheque, money order, bank draft; payable to “Malaysian Institute of Human Resource Management” or Cash/ Direct Bank in to MIHRM Bank Account: MAYBANK Account No: 514187656230

[Please fax “Bank-in Slip” to MIHRM via fax no: 03-79554076] Registration Form is available at our website