



INDUSTRIAL RELATIONS ACT 1967

Tempat: **UTM, Menara Razak, Kuala Lumpur** Masa: **9am-5pm**

Sila pilih tarikh: 14 & 15 Jan 2017 15 & 16 July 2017

INDUSTRIAL RELATIONS ACT 1967 (Incorporation all amendments up to 1 March 2010) is an Act to promote and maintain industrial harmony and to provide for the regulation of the relations between employers and workmen and their trade unions and the prevention and settlement of any differences or disputes arising from their relationship and generally to deal with trade disputes and matters arising therefrom.

The Industrial Relations Act provides ways for settlement of trade disputes between employers and employees.

OBJECTIVES

This programme offers an in-depth understanding of all relevant aspects of the Industrial Relations Act 1967 and its recent amendments.

After attending the course, participants will be able to deal with the workers effectively particularly matters relating to the Industrial Relations

COURSE CONTENTS

PART 1: INTRODUCTION

- Interpretation
- Appointment of Director General for Industrial Relations
- All officers to be public servants

PART 2: PROTECTION OF RIGHTS OF WORKMEN AND EMPLOYERS AND THEIR TRADE UNIONS

- Expression "trade union"
- Rights of workmen and employers
- Prohibition on employers and their trade unions in respect of certain acts
- Leave on trade union business
- Prohibition on workmen and their trade unions in respect of certain acts
- Reference of complaint to Industrial Court
- Employer may provide information on collective bargaining and trade dispute to his workmen

PART 3: RECOGNITION AND SCOPE OF REPRESENTATION OF TRADE UNIONS

- Claim for recognition
- Prohibition of strike, lock-out, picketing and termination of service pending recognition of a trade union
- No other claims after trade union has made a claim
- Trade unions accorded recognition
- Trade unions not accorded recognition

PART 4: COLLECTIVE BARGAINING AND COLLECTIVE AGREEMENTS

- Collective bargaining
- Collective agreements
- Deposit of collective agreements
- Effect of collective agreement



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PART 5: CONCILIATION

- Reference of disputes for conciliation
- Information, documents and compulsory conference for conciliation
- The Minister may conciliate in any trade dispute
- Representation in conciliation proceedings

PART 6: REPRESENTATIONS ON DISMISSALS

PART 7: INDUSTRIAL COURT

- Industrial Court
- Constitution of the Court
- Divisions of the Court
- Qualification of President and Chairman of Industrial Court
- Protection and immunity to members of the Court
- Registrar and officers
- Reference of trade disputes to the Court
- Appearance and representation at proceedings before the Court
- Power of President to regulate procedure and proceedings
- Power of the Court
- Awards
- Agreement during proceeding
- Effect of an award
- Interpretation and variation of awards and agreements
- Reference to the High Court on a question of law
- Award, decision or order of the Court to be final and conclusive

PART 8: INVESTIGATION AND INQUIRY

- Investigation and inquiry into trade disputes
- Committee
- Board
- Reports

PART 9: TRADE DISPUTES, STRIKES AND LOCK-OUTS AND MATTERS ARISING THEREFROM

- Pupils not to take part in trade disputes
- Intimidation
- Picketing
- Breach of contract liable to injure person or property
- Conspiracy in trade disputes
- Restrictions on strikes and lock-outs in essential services
- Prohibition of strikes and lock-outs
- Illegal strikes and lock-outs
- Penalty for illegal strikes and lock-outs
- Penalty for instigation
- Penalty for giving financial aid to illegal strikes and lock-outs
- Protection of persons refusing to take part in illegal strikes or lock-outs
- Offences seizable, and no bail to be granted



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PART 10: INVESTIGATION & PROSECUTION

- Investigation officers
- Authority card
- Power to conduct investigation
- Power to examine persons
- Prosecution
- Offence by bodies corporate, etc.

PART 11: MISCELLANEOUS

- Application
- Appointment of public officer
- Exclusion of evidence as to certain matters
- Secrecy
- Non-compliance with award or collective agreement
- Contempt
- Injuring a workman on account of certain acts
- General penalties
- Protection of Director for General and other officers
- Schedule
- Regulations
- Repeal and savings

WHO SHOULD ATTEND?

- Industrial Relations Officers
- HR Managers / Executives/ Assistants
- Production Managers / Executives
- Purchasing Managers / Executives
- Accounts and Finance Managers / Executives
- Administration Managers / Executive
- Office Managers / Executives
- Operations Managers / Executives
- Services Managers / Executives
- Sales and Marketing Manager
- Secretaries/ Personal Assistants
- All those involved in Human Resources Department



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TRAINING DURATION: 2 days

REGISTRATION

To join this training, please complete the Enrollment Form as attached, scan and email to us (training@myanuar.com).

If no email available, please take a clear picture and send it to our WhatsApp number (+60173167960) or PM to Facebook Page Messenger: <http://m.me/MyAnuarSynergy>

PAYMENT

Training fee is RM1,300 per person. It is **NOT claimable from HRDF**.

PROMOTION: Please refer to Enrollment Form on the next page.

Training fee includes:

- Certificate of attendance
- Notes
- Training materials
- Morning tea/coffee
- Lunch
- Afternoon tea/coffee

After payment made, please send us proof of payment (bank-in slip or online transfer screenshot or any receipt) to email training@myanuar.com or WhatsApp / Telegram number **+60173167960**.

OTHER INFORMATION

- Accommodation and transportation are **NOT** provided.
- Training material will be in English. Lecture & activities will be in English & Malay.
- Training methods: lecture, group discussion, presentation, role play, video and contents sharing.



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ENROLLMENT FORM | To book your place on the training, please complete this enrollment form and e-mail it back to us. Your place is confirmed on receipt of the completed enrolment form. Our e-mail is training@myanuar.com.

NORMAL TRAINING FEE: **RM1,300 per person (NON-CLAIMABLE FROM HRDF)** includes certificate of attendance, notes, training materials, morning tea/coffee, lunch, afternoon tea/coffee.

PROMOTION:

- EARLY REGISTRATION PAYMENT:** 10% discount if payment made three weeks before the training date.
- GROUP DISCOUNT:** 5% discount on 3 or more participants.

Company/Organization Name: _____

Full Address: _____

Person Making this Booking

Full Name: _____ Position: _____

E-mail: _____ Tel No: _____

Person Responsible for Invoice (if different from above)

(We will e-mail the invoice once we received this completed enrollment form)

Full Name: _____ Position: _____

E-mail: _____ Tel No: _____

Delegate(s) Details (Person attending the training)

(To register additional delegates, please complete the information on separate enrollment form)

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Authorized by:

Name: _____

Position: _____

E-mail: _____

Tel No: _____

Signature: _____

Company Stamp: _____

PAYMENT TERMS AND CONDITIONS An invoice, including our banking details, will be issued once your completed registration form has been received. Full payment must be received prior to the event.

CANCELLATION AND TRANSFER POLICY Full refund for cancellations received four weeks prior to the course. A substitute delegate is welcome for delegates who have already booked and paid.

MyAnuar Synergy Sdn. Bhd. reserves the right to cancel the event, in which case delegates will be refunded in full but shall not otherwise be entitled to any compensation, costs, travel expenses, losses or damages arising from such cancellation.

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Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Authorized by:

Name: _____

Position: _____

E-mail: _____

Tel No: _____

Signature: _____

Company Stamp: _____

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