



GALAXY ESPIONAGE is a Management leader specializing in Enforcement Management Science, Management, Human Resource Management & Industrial Relations Management. The company also provides Internal Training, Consulting and Team Building Training

The design of our training program is based on the current needs of the organization

**Training Officer
017-2118243 / 017-7426010**

Course Fee **RM650 Per Person
(Including Meals, Drinks & Course Notes)**

Private employers can make claims from HRDF

Labor Law & Industrial Relations Course For Employers and Human Resource Managers 2025

Bil	Courses	Summary Objectives	Month & Date	Number of Days	Participants	Place	Group Target
			Apr				
1	Amendment of the Employment Act 1955 Closing Date: 10/4/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	15-16	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
2	Handling Integrity vs. Misconduct and the Process of Legal Action Closing Date: 18/4/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	23-24	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
3	Flexible Working Hours: Increased Productivity Closing Date: 24/4/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	29-30	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
4	Investigation, Prosecution, Internal Hearing (DI) &	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	23-24	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant

	Termination Procedures Closing Date: 18/4/2025						
			Mei				
5	Handling Employees Absenteeism Closing Date: 30/4/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	05-06	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
6	Managing Insubordination at The Workplace Closing Date: 02/5/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	07-08	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
7	Managing Constructive Dismissals Closing Date: 09/5/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	14-15	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
8	Termination & Handling of Difficult Staffs Closing Date: 15/5/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	19-20	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
9	Misconduct & Termination: Focus EA 1955 & IRA 1967 Perspective Closing Date: 23/5/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	28-29	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
			Jun				
10	Handle Probationary Employee Issues, Position Confirmation and Performance Evaluation Closing Date: 27/5/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	03-04	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
11	Handling Tender Resignation, Constructive Dismissal & Reinstatement Closing Date: 27/5/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	03-04	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
12	Amendment of the Employment	Modules and Syllabus Will Be Prepared by	16-17	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant

	Act 1955 Closing Date: 12/6/2025	Lecturers, Practical and Discussion					
13	Employer- Employee Relations Issues: Calculation of Workers' Compensation Closing Date: 12/6/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	16-17	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
			Julai				
14	Employer Protection: Provision of Terms and Conditions of Employment Closing Date: 03/7/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	08-09	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
15	Poor Performance, Termination & Legal Procedures Closing Date: 03/7/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	08-09	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
16	Handling Misconduct Cases, Investigations & Domestic Inquiry Closing Date: 03/7/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	10-11	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
17	Handling Employees Absenteeism Closing Date: 17/7/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	23-24	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
			Ogos				
18	Managing Insubordination at The Workplace Closing Date: 29/7/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	04-05	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
19	Managing Constructive Dismissals Closing Date: 29/7/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	12-13	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant

20	Managers Manage Employee Integrity and Conduct Closing Date: 29/7/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	12-13	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
21	The Role of the Department of Labor vs. Department of Industrial Relations & Courts Closing Date: 14/8/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	18-19	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
			Sep				
22	Amendment of the Employment Act 1955 Closing Date: 28/8/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	02-03	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
23	Flexible Working Hours: Increased Productivity Closing Date: 03/9/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	09-10	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant
24	Handle Probationary Employee Issues, Position Confirmation and Performance Evaluation Closing Date: 11/9/2025	Modules and Syllabus Will Be Prepared by Lecturers, Practical and Discussion	17-18	2	30	Hotel UiTM Shah Alam	Manager, Assistant, Exec & HR Assistant

NOTA
SEBARANG PERUBAHAN TEMPAT & TARIKH KURSUS/LATIHAN AKAN DI
MAKLUMKAN

BORANG KURSUS



GALAXY ESPIONAGE ENTERPRISE

Training Provider Consultant

Tel : 017-2118243 / 017-7426010

Email:

s.dinepr@gmail.com

rozitaismail734@gmail.com

Website: Galaxy Espionage.Com

Organisasi:

Alamat:

Pegawai Dihubungi:

Nombor Telefon :

Email :

Nama Peserta & Jawatan

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(Tandatangan)

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(Cop Jabatan)

Nama Kursus :

Tarikh Latihan :

Pembayaran melalui cek hendaklah dibuat kepada **GALAXY ESPIONAGE ENTERPRISE** semasa menghadiri seminar atau selepas kursus dalam tempoh dua minggu atau dibayar terus melalui **e-perolehan** ke Akaun Syarikat. Nombor A / C: CIMB: 8010323582