TRAINING OUTLINE

COURSE TITLE	Managing Pay Reduction, Lay Off, Retrenchment, VSS & MSS
DURATION	1 day

Introduction

Due to the current economic outlook, many companies are forced to look at cost reduction in doing business and one of its ways is to reduce labour cost. Besides retrenching their employees, companies are exploring cost cutting measures such as reduction in working days and encouraging employees to take annual leave or unpaid leave. As a last resort, companies may have to conduct a retrenchment exercise if other cost cutting measures fails.

Retrenchment is the termination of employment of an employee or a group of employees due to a redundancy situation arising from a reorganisation of business where certain positions are eliminated to cut cost. Other terminologies of firing employees due to redundancy, such as downsizing, right sizing and workforce reduction has been used widely. It is common to have employees disputing the employer's decision to retrench. The uniformed employers also risk running foul of the law when they failed to comply with proper retrenchment procedures.

Training Objective

- Have a better understanding of provision in the Employment Act 1955 in relation to Lay-offs & Retrenchment
- Acquire knowledge and best practices on how to apply those relevant sections of the law especially during retrenchment
- Be aware of the Dos and Dont's of Retrenchment Procedures

Who Should Attend?

The programme is designed primarily for Human Resource Practitioners who may need to understand and apply the principles of proper retrenchment procedures at the workplace.

Learning Methodologies

- Learning module
- Workbook
- Video
- Case study

Course Content

Modules 1:
Retrenchment Procedures:

- Employment (Termination and Lay Off Benefits) Regulations 1980
- Redundancy & Retrenchment Defined
- The Need for Downsizing
- Things to consider before retrenching employees
- Payment of Retrenchment Benefits

Modules 2:
Lay off and Reduction:

- Temporary lay off
- Pay Reduction/Unpaid Leave as a cost cutting measure
- Reduction or Withdrawal of Benefits
- Retrenchment of unionized employees
- Complying with Last In First Out (LIFO) principle

Modules 3:
Mutual Separation Scheme (MSS) and Voluntary Separation Scheme (VSS):

- Voluntary Separation Schemes (VSS)
- Mutual Separation Schemes (MSS)
- Notification of Retrenchment to JTK
- Courts Awards