# TRAINING OUTLINE

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| **COURSE TITLE** | Crafting A Comprehensive Employee Handbook: A Practical Guide For Malaysian Employers |
| **DURATION** | 1 day |

## Introduction

This one-day course is designed to equip HR professionals and business leaders with the essential knowledge and practical skills to develop an effective and legally compliant employee handbook. Participants will explore the critical components of an employee handbook, focusing on the unique requirements and best practices within the Malaysian context.

The course will cover key areas including terms and conditions of employment, performance management, compensation and benefits, and more, ensuring participants leave with a thorough understanding of how to create a handbook that aligns with both legal standards and organizational goals.

## Training Objective

- To understand the critical elements of a comprehensive employee handbook
- To learn how to incorporate Malaysian employment laws and regulations into the handbook
- To develop practical skills in drafting and updating employee handbook content
- To ensure alignment of the employee handbook with organizational culture and objectives

## Who Should Attend?

HR Managers and Executives, Business Owners and Entrepreneurs, HR Consultants and Advisors, Administrative, Managers, and Senior Management involved in policy making

## Learning Methodologies

Interactive lectures, group discussions, hands-on workshop, checklist

## Course Content

**Ice Breaking**

**Module 1: Introduction to Employee Handbooks: Purpose and Importance**

- Understanding the role of an employee handbook
- Benefits of a well-structured handbook for employers and employees

**Module 2: Standard Employee Handbook Content**

- Overview of essential sections
- Tailoring content to fit organizational needs
- Activity

**Module 3: Terms and Conditions of Employment in Malaysia**

- Key legal requirements under Malaysian Employment Law
- Best practices for compliance and clarity

**Module 4: Drafting content of handbook**

- Standard handbook content (performance management, compensation and benefits, company asset and belongings, disciplinary, training and development & office attire)
- Incorporating standards, policies.
- Hands-on activities