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# EXECUTIVE CERTIFICATE IN INDUSTRIAL RELATIONS MANAGEMENT

January 13 – June 30, 2013

#### Duration

Six (6)  
months

#### Classes

Scheduled  
Sundays

#### Time

9.00am – 5.00pm

#### Modules

Four (4)

#### Assessment

- ⇒ Examination
- ⇒ Assignment
- ⇒ Project

#### Entry

#### Requirements

Diploma/Degree  
+ 1 yr work exp.

or

Certificate /  
STPM / SPM  
+ 2 yrs work exp.

#### Fees

M – RM 3,000

NM- RM 3,500

Self Sponsored –  
RM 3,000

(Instalment Basis)

#### Contact

Mahinder/ Nicole  
Edarozine

Tel : 05-5488660

Fax : 05-5488221

## FMM Institute Perak is proud to introduce the **Executive Certificate in Industrial Relations Management**

which is scheduled to commence on July 10, 2011.

**The Executive Certificate course is specially tailored to meet and foster success of employees and organisations in today's rapidly changing and globally competitive environment.**

The course is targeted at working adults with a Diploma/Degree in any Discipline or any Professional qualification with a minimum of 1 year of working experience **or** Certificate / STPM / SPM holders with 2 years of working experience.

To facilitate the working adults, classes will be conducted on Sundays from 9.00 a.m. – 5.00 p.m. The course covers 4 intensive modules which combine the latest business concepts and best practices of the representative areas of functions. Please turn overleaf for further details of the course and the Registration Form.

Taught by experienced corporate and industry practitioners who will bring with them wealth of academic theories and real world expertise, these courses provide participants with an excellent combination of academic and pragmatic knowledge via lectures, case analysis, group discussions and presentations.

**Registration is OPEN NOW.** For further information on the course, please contact :

Mr. Mahinder / Ms. Nicole / Puan Edarozine

Tel. No. : 05-5488660 / 5488770 / 5488550

Fax. No. : 05-5488221 / 5488331

e-mail : [fmmperak@fmm.org.my](mailto:fmmperak@fmm.org.my)



# EXECUTIVE CERT. IN INDUSTRIAL RELATIONS MANAGEMENT

## Course Contents

Modules

- 1. Compensation And Benefits (4 days + 1 Assignment)**
  - Pay Models
  - Evaluating Work – Job Evaluation
  - Person Based Structures
  - Determining The Level of Pay
  - Designing Pay Levels and Pay Structures
  - Employee Benefits
- 2. Malaysian Employment Law (4 days + 1 Exam)**
  - Overview of Employment Law
  - Salient Points of Employment Act 1955
  - Salient Points of EPF Act 1991
  - Salient Points of SOCSO Act 1969
  - Salient Points of Workmen's Compensation Act 1952

## Course Contents

Modules

- 3. Industrial Relations Practices In Malaysia (4 days + 1 Exam)**
  - Salient Points of Industrial Relations Act 1967
  - Salient Points of Trade Union Act 1959
  - Misconduct and Disciplinary Action
  - Domestic Inquiry Procedures
  - Deadlock and Trade Disputes
- 4. Collective Bargaining And Negotiations (4 days + 1 Assignment)**
  - Defining Collective Bargaining and Agreement
  - Legal Provisions – Collective Agreement
  - The Union's Proposal
  - Company's Proposal
  - How Collective Bargaining Works
  - Industrial Court Actions

## Certification

Participants are required to meet the 75% attendance requirement to qualify to sit for each examination. Upon successful completion of the course, participants will be awarded a **FMM Executive Certificate in Industrial Relations Management** issued by FMM.

## Fees

**FMM Members : RM 3,000.00**  
**Non-Members : RM 3,500.00**  
**Self-Sponsored : RM 3,000.00**  
 (Fees include Course Materials, Refreshment and Certificate of Attendance or Exec. Certificate in IRM.)

### ## Instalment Payment for Self Sponsored ##

First instalments of RM 500 upon Registration + thereafter 5 instalments of RM 500 each to be paid every month.

## Registration Details

- ▶ Registration is on a first-come-first served basis.
- ▶ **Cheques** made in favour of the **FMM Institute** should be forwarded to the FMM Institute Perak.
- ▶ There will be no refund for cancellation within 2 days prior to the course, 50% refund for cancellation between 3 – 6 days and full refund for cancellation 7 days prior to the course. However, replacement can be accepted at no additional cost. **All cancellation must be in writing.**
- ▶ A tentative **Time Table** will be provided upon registration.
- ▶ The FMM Institute **reserves the right to cancel or reschedule** the above course and all efforts will be taken to inform participants of the changes.
- ▶ Candidates who possess relevant FMM Certificate(s), will be able to obtain exemption for certain Modules as approved by FMM Institute Perak. For each Module exempted, a participant will be entitled to a reduction of RM 200.

## REGISTRATION FORM

**Closing Date : JANUARY 7, 2013**

FMM Institute Perak, No. 1, Lorong Raja DiHilir, Off Jalan Raja DiHilir, P.O. Box 290, 30730 Ipoh, Perak ▶ Tel : 05 - 5488660  
 Attn : Mr. Mahinder / Ms. Nicole / Puan Edarozine ▶ Fax : 05 - 5488221

Dear Sir

Please register the following participant :

Name	
IC No.	
Designation	
Qualification	
Working Experience (Years)	

Payment : (please tick ✓)

**Member**  **Self Sponsored :**   
**Non – Member**

(If more than 1 candidate, please submit a separate form)

Enclosed Cheque / Bank draft No / Cash \_\_\_\_\_

for RM \_\_\_\_\_ being payment for the company's participant / self made in favour of the "FMM Institute".

### Submitted by :

Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address (O/H) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 FMM Membership No. \_\_\_\_\_ (if any)  
 Tel. \_\_\_\_\_ Fax \_\_\_\_\_  
 HP No. \_\_\_\_\_ Date \_\_\_\_\_  
 E-mail \_\_\_\_\_