

The Hidden Traps:

Common HR & IR Missteps Explained

**20 November
2025**



09.00 AM – 01.00 PM

Who should attend

- Line Managers
- Supervisors
- HR personnel
- IR/ER Specialist



CASSANDRA PETER

Consultant,
E2 Workforce Consulting

TRAINING FEE

RETAINER CLIENT

NORMAL RATES

RM 850

PER PAX
PER COURSE

RM 1000

PER PAX
PER COURSE

FOR MORE INFORMATION

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FOR REGISTRATION
SCAN QR CODE

PROGRAM DETAILS

Module 1: The silent slip ups during probation and confirmation

- The law on probation period
- Length of probation period
- Automatic confirmation
- Extension period of probation
- Probation period for fixed-term contracts
- Does an employee have a right to reject confirmation of employment?

9.00am – 9.40am

Module 2: Overlap of Performance Issues and Disciplinary Issues

- When is a show cause letter necessary.
- The correct process for performance management.
- How to manage disciplinary issues.
- The risks and consequences of wrong procedures.

9.00am – 10.30am



MID-MORNING BREAK

10.20am – 10.45am

Module 3: Notice period dilemma

- Who has the right to notice in different situations?
- Can a Company offset annual leave during notice period.
- Waiver of notice
- Can the Company release an employee early from serving notice?
- Withholding wages upon resignation/termination

10.45am -11.30am

Module 4: Termination benefits and the mistakes that keep coming back

- Who is entitled to termination benefits?
- Calculation of termination benefits.
- When is termination benefits payable?
- Severance payment for employees earning above RM 4,000.

11.30am -12.15pm

Module 5: Separating fact from fiction in employment contracts

- Cooling off period during fixed term contracts
- Constant renewal of fixed term contracts
- Contract of service vs contract for service
- Presumption of employment
- Overlooked terms in contract of employment.

12.15pm – 1.00pm

END OF TRAINING

SPEAKER PROFILE



CASSANDRA PETER

Consultant,
E2 Workforce Consulting

Cassandra Peter is a consultant with a solid foundation in law, bringing a wealth of legal expertise and practical insights to the Human Resources and Industrial Relations sectors. She holds a Bachelor of Laws (LLB) degree from the University of Aberystwyth and was admitted as an Advocate and Solicitor of the High Court of Malaya in 2020. Prior to transitioning into consultancy, she honed her skills as a Civil Litigation Lawyer, gaining extensive experience in complex legal areas including medical negligence, construction, employment, criminal law, divorce and child custody, company law and bankruptcy.

Her extensive legal background has sharpened Cassandra's analytical capabilities and solution-oriented approach- key skills that she now

applies in the HR/IR domain. This experience uniquely positions her to offer businesses strategic guidance in navigating complex HR and industrial relations matters with precision and clarity.

As a consultant, Cassandra has worked with numerous multinational companies, assisting them in strategizing and executing complex retrenchment exercises, restructuring efforts, downsizing initiatives, and business closures. She has also supported companies with mutual separation schemes, performance management, and disciplinary procedures. Her deep understanding of employment legislation, industrial relations frameworks, and dispute resolution mechanisms enables her to craft tailored, actionable business strategies that address both legal and operational challenges.

Cassandra's expertise also encompasses training and knowledge-sharing, where she has the ability to break down legal terminology and concepts for a diverse range of professionals. She is passionate about empowering HR teams and business leaders with the knowledge they need to effectively manage legal and regulatory challenges.