

The HR Toolkit for People Managers

Essential HR skills for Non-HR Managers



5-6 AUGUST 2025
9 AM TO 5 PM

Amari SPICE Penang



JASSMINE JOSEPH

*Senior Consultant,
E2 Workforce Consulting*



CASSANDRA PETER

*Consultant,
E2 Workforce Consulting*



TRAINING FEE

RETAINER CLIENT

NORMAL RATES

2 DAYS

RM 2599 PER PAX
PER COURSE

RM 2999 PER PAX
PER COURSE

**FOR MORE
INFORMATION**

OMAR ZAINI

+6012 797 5575 / omar@acumenconsults.com

MUSHIRAH HILMI

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**FOR REGISTRATION
SCAN QR CODE**

PROGRAM DETAILS

Day 1

Registration

8.30am – 9.00am

Understanding the Concept of Human Resource Management

- The role of HR and People Managers in shaping people excellence
- Understanding HR's macro responsibilities vs day-to-day employee experience when working with people managers

9.00am – 10.30am



MORNING BREAK

10.30am – 11.00am

Relevant Laws in Employment

- Employment Act 1955
- Industrial Relations Act 1967 - with focus on dismissal
- Other critical legislations, including statutory contributions, tax, PDPA and minimum wages, housing and amenities standard, human rights and forced labour

11.00am – 1.00pm



LUNCH BREAK

1.00pm – 2.00pm

Continuation of Relevant Laws in Employment

2.00pm – 3.30pm



AFTERNOON BREAK

3.30pm – 4.00pm

Recruitment and On-boarding

- Basics of modern-day hiring process and role of People Managers
- Understanding basics of employment contracts, including associated obligations and risks
- Importance of job descriptions and KPI
- Legal considerations for diversity, equality and inclusion

4.00pm – 5.00pm

End of Day 1

Day 2

Registration

8.30am – 9.00am

Performance Management & Probation

- Understanding legal considerations for managing performance
- Setting measurable goals and targets for ease of performance management
- Communicate effectively for positive outcomes
- Strategies to promote employee engagement from a People Management's perspective

9.00am – 10.30am



MORNING BREAK

10.30am – 11.00am

Handling Misconduct

- Importance of consistent actions and being conscious of condonation
- Identifying and categorizing misconduct
- Handling documentations and evidence that might be related to a complaint, including methods to obtain proper witness statements
- Procedural fairness and due inquiry

11.00am – 12.30pm



LUNCH BREAK

12.30pm – 1.30pm

General Workplace Management & Tools

- Identify common challenges at the workplace and setting actionable plans to tackle such issues - gossiping, politicking, loans
- Sexual harassment and bullying - Prevention methods
- Engagement tools, surveys and interview methods to gather objective feedback on challenges faced at the workplace

1.30pm – 3.30pm



AFTERNOON BREAK

3.30pm – 4.00pm

Payroll & Cost Management

- Eligibility to overtime payment and maximum limits prescribed by law
- Understanding rights of employer to replace / substitute leave and holidays
- Permitted deductions to salary
- Hours of work and structuring effective hours / shift

4.00pm – 5.00pm

End of Training

SPEAKERS PROFILE



JASSMINE JOSEPH

*Senior Consultant,
E2 Workforce Consulting*

Jassmine Joseph holds a Bachelor of Laws (LL.B.) degree from the University of Malaya and was admitted to the High Court of Malaya as an Advocate & Solicitor in 2018. With a strong foundation in law, Jassmine brings years of diverse experience in both legal practice and corporate advisory roles, specializing in Industrial Relations and Employment Law.

Before transitioning into the consultancy space, Jassmine practiced as a Civil Litigation lawyer, focusing on complex areas such as medical negligence, professional negligence (including solicitor's negligence), employment, construction, land, and appeals board. Her comprehensive legal background equipped her with the critical thinking and problem-solving skills essential for navigating the intricate legal challenges businesses face today.

Jassmine later took on a key role as a Regional Legal Executive in a multinational corporation specializing in recruitment and HR solutions. In this capacity, she provided legal counsel on a wide range of matters, including commercial contracts and employment law, to business operations across Singapore, Hong Kong, and Malaysia. This hands-on, multi-jurisdictional experience has allowed her to develop a deep understanding of the risks and nuances involved in managing human resources and employment-related issues in diverse legal environments.

Her unique blend of experience, both as a practicing lawyer and as an in-house legal expert, has honed her ability to deliver strategic, commercially viable, and legally sound advice on Employment and Industrial Relations matters. As a trainer, Jassmine is passionate about empowering organizations and individuals with the knowledge and skills to manage employment challenges effectively and ensure compliance with ever-evolving legal frameworks. Her practical insights, coupled with her legal expertise, make her an invaluable resource for any organization seeking to navigate the complexities of the workplace environment.



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.

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16-17 JULY 2025
9 AM TO 5 PM

**SUNWAY HOTEL BIG BOX,
ISKANDAR PUTERI**



VICTOR GAN

*Head Consultant,
E2 Workforce Consulting*



ALYA ARIFFIN

*Senior Consultant,
E2 Workforce Consulting*



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SPEAKERS PROFILE



VICTOR GAN

*Head Consultant,
E2 Workforce Consulting*

Victor specialises in employment laws, covering all aspects of industrial relations and workforce management. He has a proven track record of handling complex and sensitive issues and has represented over a thousand employers across multiple industries throughout his career. Victor stands out in providing specialised services, which includes but is not limited to contract and policy management, disciplinary and performance, trade union matters, large scale termination, mergers, acquisitions and closures.

Victor is also a seasoned presenter and speaker. He is familiar and comfortable with complex environments requiring presentations to workplace committees and / or Board of Directors for government linked companies and listed companies. Victor is a frequent speaker at events and conferences throughout Malaysia.

In his past consulting firm, Victor, in his capacity as CEO led his team to multiple awards within the HR fraternity. Victor is also recognised in the 2nd edition of Britishpedia's Successful People in Malaysia and was awarded the Outstanding Leadership Award in Dubai.

Victor has also held senior positions in Human Resources for an international company with a headcount of over 1000 pax. Victor holds a degree in law from the University of Tasmania.



ALYA ARIFFIN

*Senior Consultant,
E2 Workforce Consulting*

Yan Nie's portfolio includes a wide range of dispute resolution matters including contractual and commercial disputes, tort claims such as fraud, defamation, nuisance and negligence, and land and property matters including land and property disputes as well as compulsory land acquisition. She also has extensive experience in recovery and enforcement matters.

Yan Nie also represents employers and employees at the Industrial Court in unfair dismissal claims and regularly appears in the civil court relating to employer-employee disputes such as breach of training bond agreements and breach of employment contract. She has also assisted a number of corporations in investigating sexual harassment complaints as a neutral third party.

Yan Nie approaches every matter with a focus on excellence and balance. She provides practical advice that is also mindful of costs and offers clear guidance on available options, strategies, procedures, and timelines. Clients can be rest assured that she is there with and for them and will be kept well-informed every step of the way.
