Course Title:

Introduction to Employment Act and Relevant Singapore's Employment Laws *- A Must-Know for New Entrants into HR*

Synopsis:

As more PMET (Professional, Managers, Executives and Technicians) switching to HR career, it is essential for them to develop basic understand of the Singapore's Employment Act (EA) as well as some level of understanding of the common employment laws.

At the same time, newly-promoted team leaders, supervisors and even line managers should be well versed with the employment laws in order to protect the organisations from non-compliance risks.

Based on real cases, this workshop provides a reasonable depth of comprehension for participants, equipping them with sufficient knowledge and skills in handling relevant employment issues.

Objectives:

At the end of the workshop, learners will be able to:

- Interpret Employment Act (EA) and its clauses

- Handle termination and dismissal based on legal requirements

- Calculate salaries and overtime pay

- Communicate clearly employees' statutory benefits

- Evaluate KET (Key-Employment Terms) based employment contract

- Appreciate cross-referencing of EA to other relevant Employment Laws and TAFEP (*Tripartite Alliance for Fair Employment Practices)* guidelines

- Prepare for upcoming changes in 2019's Employment Act

Outline:

The workshop contents include:

- Essential structures of Employment Act

- Contract of Services and its Coverage and Protection

- Contract for Services

- Basic Salary, Gross Salary and Overtime Pay

- Dismissal and the process of 'Due Inquiry'

- Mandatory benefits (including Maternity, Paternity and Childcare Leave)

- KET (Key Employment Terms)

- Retirement Benefits and Retrenchment Benefits

- Medical Benefits and Work Injury Compensation Act

- Year 2019 changes in Employment Act

Learning Methodology:

To anchor the learning and winning behaviour, the workshop incorporates:

- Applicable authentic case studies

- Group sharing & discussions

- Interactive delivery of learning materials

- Online game and quizzes

Who Should Attend:

New entrants to the HR including Administrative Officer and Office Administrator directly or indirectly involved in the design and development of HR policies and procedures. In addition, newly-promoted Team Leaders, Supervisors, Managers and Line Managers with people-management responsibilities should attend.

Course Duration:

1 Day (8 hours)