

# TRAINING PROGRAMS





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# LEARNING, REDEFINED

Bespoke courses, curated for your distinct needs

# HIGHLIGHTS

## FULLY CUSTOMISABLE CONTENTS

Tailor-made training programs to fit your organisation's unique needs.

## HIGHLY SPECIALISED TRAINERS

Experts with deep industry knowledge and hands-on experience.

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Trusted by top organisations for workforce excellence.



## >5K HR PERSONNEL TRAINED PER YEAR

Empowering thousands of HR professionals annually.

## CUTTING-EDGE INDUSTRY INSIGHTS

Stay ahead with the latest trends and best practices.

# SUMMARY OF TRAININGS OFFERED

## Standard programs, full course content enclosed in this deck

- Employment Act 1955
- Termination of Employment
- Misconduct, Workplace Investigation and Domestic Inquiry
- HR Law Essentials
- Harassment & Bullying at Work: Consequences to the Company
- Rightsizing - Retrenchments and Separation Schemes
- Optimising & Managing Performance at Work
- Managing Trade Unions at the Workplace
- Workplace Integrity: Anti-Bribery/Corruption, and Harassment Prevention
- Effective Management of Misconduct & Poor Performance
- Payroll Management: for HR & Finance

## Mini-modules: Add-on to standard programs or mix and match based on your preference.

- Constructive Dismissal
- Updates on the Law
- Managing 101: Medically Unfit
- DI Briefing - For panel members
- Engagement & Culture
- Drafting Skills for HR
- Managing Absenteeism & Tardiness
- Flexibility at the Workplace
- Handling Tough Conversations
- Employment Contracts
- Post-Employment Considerations
- Responsible Employment



# CLIENT TESTIMONIALS



## What Our Clients Say

Real experiences from industry leaders who trust our expertise to transform their workforce.

“...informative yet precise. both speakers are really well presented ”

*Groupe Seb  
Malaysia Sdn Bhd*



‘...it was a useful session, as it reflects the current challenges at the workplace.’

*Valiram  
Group*



“...It was well information for us in HR industries. I believe this kind of initiative is good to.continue in the future “

*The Sutera  
Harbour Resort*



# CLIENT TESTIMONIALS



## What Our Clients Say

Real experiences from industry leaders who trust our expertise to transform their workforce.

“...giving a shoutout for such an informative session—having virtual sessions like this every once is always great!”

*Dexcom  
Malaysia*



“...Excellent presentation, thank you for your clear explanation for the topic of Discrimination and sexual harassment using legal frameworks.”

*IGB  
Berhad*

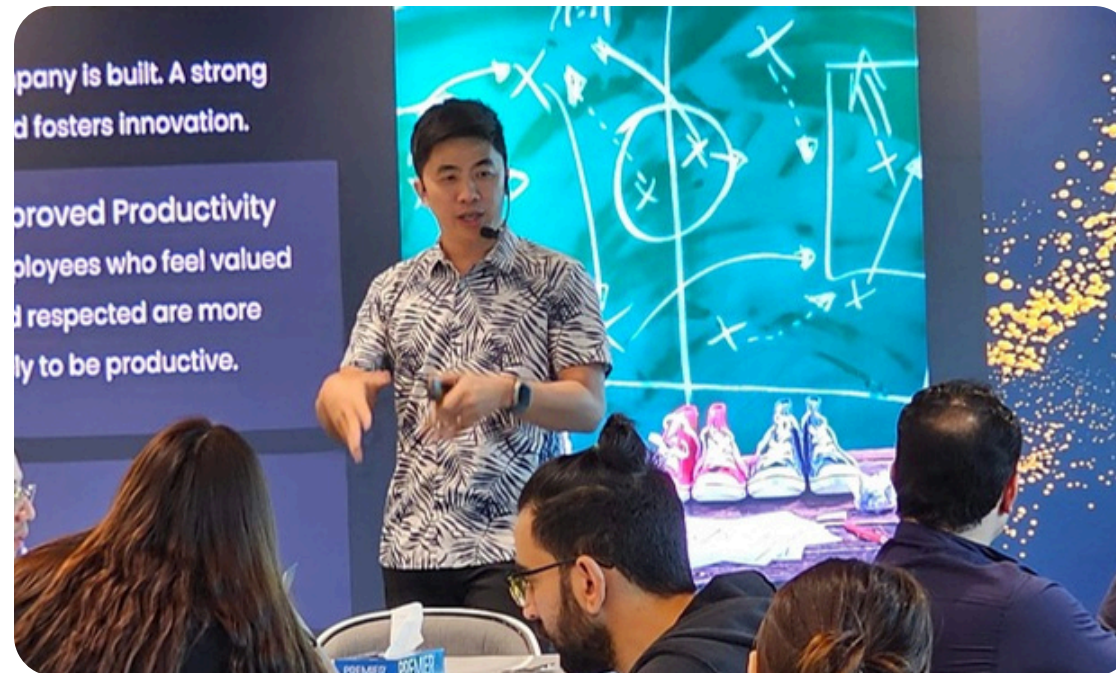


“...that was an impressive explanation. With your thorough analysis and clear communication, you made even topics easy to understand.”

*QL Livestock  
Farming Sdn Bhd*



# TRAINING IN ACTION



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# COURSES FULL OUTLINE



# Employment Act 1955: Practical Application for HR

## Introduction:

This course is designed for HR professionals to confidently navigate their day to day functions with a thorough understanding of the essential provisions of the Employment Act 1955. Participants will gain knowledge to effectively manage contractual terms and conditions, ensure compliance with regulations related to wages, hours of work and leave entitlements. By the end of this course, participants will be equipped to handle challenges with a clear view of compliance, risks and liabilities.

## Module 1: Introduction to the Laws

- Introductions to the laws in Malaysia
- Application of the Employment Act, Industrial Relations Act and all other related legislations in Malaysia

## Module 2: Key Definitions

- Understanding the importance of key definitions under the Employment Act 1955

## Module 3: Contracts

- Types of contracts - Differences in contracts
- Contract of service vs contract for service
- Part-time, employment of children, casual, daily-rated / piece - rated employees

## Module 4: Payment of Wages

- Advances and deductions (including modern day deductions for shares, bonds, study loans, etc)
- Payment dates for salary and end of employment
- Right to withhold an employee's salary

## Module 5: Maternity & Paternity

- Entitlement to maternity leave and maternity allowance
- Returning to work during maternity leave
- Resigning during maternity / paternity. Rights to offset against notice
- All other provisions under maternity & paternity

## Module 6: Hours of Work

- Permitted hours and rest time
- Scheduling
- Shift work - scheduling for shift hours
- Overtime rules & exclusions from overtime

## Module 7: Leave & Holidays

- Annual leave, sick leave and public holidays
- Forfeiture
- Replacing public holidays
- Rate of pay

## Module 8: Others

- Labour Court case and procedures, including audits
- Disciplinary & Termination
- Other parts (sexual harassment, flexible working)

# Termination of Employment:

## Introduction:

This course is designed to ensure participants are able to comprehend the legal principles and statutory provisions related to managing misconduct and disciplinary actions in Malaysia. At the end of this program, participants are expected to be familiar with the procedural steps involved, from preliminary investigations to final decision-making process. Participants are also expected to be confident in the carrying out of the processes required.

## Module 1: Introduction to the Laws

- Introductions to the laws in Malaysia
- Application of s.20 of the Industrial Relations Act 1967 - concept of unlawful dismissal

## Module 2: Exploring Each Form of Termination of Employment. This includes identifying the legal requirements for each category:

- Misconduct
- Poor Performance
- Constructive Dismissal
- Abscondment and Breach of Contract
- Medical Reasons and Frustration
- Re-organisation and Closure
- Mutual Separation

## Extension of Module 2: Contents to be discussed

- Identification of process
  - i.e. Misconduct - requirement for due process in the form of show cause, domestic inquiry, etc
  - i.e. Retrenchment - requirement to prove redundancy, the laws on selection and requirement to compensate
- Case studies on successful termination and key learnings from failed cases
- Best practice recommendation
- Practical application methods

## Module 3: Drafting & Communication

- Drafting of related documentations
- Communication tips and techniques for termination of employment

## Module 4: Post-Termination

- Risk anticipation and safe keeping of termination records
- Managing an industrial relations claim under s.20

# Misconduct, Workplace Investigation & Domestic Inquiry

## Introduction:

This course is designed to ensure participants are able to comprehend the legal principles and statutory provisions related to managing misconduct and disciplinary actions in Malaysia. At the end of this program, participants are expected to be familiar with the procedural steps involved, from preliminary investigations to final decision-making process. Participants are also expected to be confident in the carrying out of the processes required.

### Module 1: Introduction to the Laws

- Introductions to the laws in Malaysia
- Application of s.20 of the Industrial Relations Act 1967 - concept of unlawful dismissal

### Module 2: Managing Misconduct

- Definition of misconduct, express & implied acts
- Case studies on various forms of misconduct on criminal acts, private acts, sexual harassment, insubordination, fraud, fighting, etc
- Standard of proof in misconduct cases
- Positive reinforcement techniques

### Module 3: Investigating Misconduct

- Gathering of evidence
- Progressive case management
- Interviewing techniques
- Interviewing document requirements - witness statements and compilation of investigation report

### Module 4 - Disciplinary Actions

- Understanding the step-by-step requirement of the legal process
- Principles of natural justice
- Show cause - important of charges
- Notice of inquiry and charge sheet
- Suspension pending investigations

### Module 5: Domestic Inquiry

- Overview of a domestic inquiry
- Roles and responsibilities of each party at the domestic inquiry
- Process to carry out the domestic inquiry
- Standard of proof
- Common pitfalls and mistakes
- Activity - Mock Domestic Inquiry

### Module 6: Punishment

- Deciding on punishment
- Considering condonation, aggravating and / or mitigating factors
- Understanding right to appeal

# HR Law Essentials

## Introduction:

This course is designed for HR professionals to confidently navigate their day to day functions with a thorough understanding of the essential provisions of the Employment Act 1955. Participants will gain knowledge to effectively manage contractual terms and conditions, ensure compliance with regulations related to wages, hours of work and leave entitlements. By the end of this course, participants will be equipped to handle challenges with a clear view of compliance, risks and liabilities.

## Module 1: Employment Act 1955 & Sabah / Sarawak Labour Ordinance

- Intent & purpose of the Employment Act and Labour Ordinances
- Concept of application - minimum terms and conditions of service for an employee

## Module 2: Trade Unions Act 1959

- Intent & purpose - powers of the DGTU
- Establishment of trade unions and rules related to trade unions

## Module 3: Industrial Relations Act 1967

- Promotion of industrial harmony through the Industrial Relations Act 1967
- Trade union recognition, collective bargaining and collective agreements
- Unlawful dismissal
- Strikes, pickets and lock-outs by employers
- Conciliation proceedings and Industrial Court

## Module 4: Minimum Wages

- Application of current minimum wage rate - monthly, weekly and daily rated
- Ministry's right to amend minimum wage rate and its frequency

## Module 5: Statutory Requirements

- Understanding requirements - especially employer obligations and definition of wages under legislations related to EPF, SOCSO and Income tax
- Penalties for non-compliance

## Module 6: Personal Data Protection Act 2010

- Obligations of an employer to comply with the PDPA - including the 7 principles
- Determining personal data held by the Company - whether required or otherwise, and whether it amounts to sensitive personal data
- Understanding movement of data - i.e. from current workplace to HQ
- Establishing a process for complete compliance

# Harassment & Bullying at Work: Consequences to the Company

## Introduction:

This course aims to provide end-to-end knowledge of when a bullying / harassment case occurs within the workplace, including steps to manage and investigate such cases.

### Module 1: Introduction to the Laws

- Application of the Employment Act 1955 and the Industrial Relations Act 1967
- Understanding the concept of constructive dismissal and its application on cases such as bullying and harassment

### Module 2: Managing the Misconduct Process

- Meaning of misconduct and its differences with poor performance
- Identifying the cause of action and burden of proof
- Case studies on bullying and harassment
- Application of circumstantial evidence
- Managing retaliation / potential threats

### Module 3: Sexual Harassment

- Meaning of sexual harassment, exploring forms of sexual harassment including physical, verbal, gestural, visual and physiological
- Indications of non-sexual harassment cases (relationships, abusive behavior, etc)
- Case studies - typical cases of sexual harassment

### Module 4: Related Discussions

- Criminal activities - relevant provisions under the penal code or other related legislations
- Private acts of misconduct - exploring the common argument

### Module 5 - Investigation

- Attending to whistle-blowing complaints
- Grievance reports - ensuring accuracy and genuineness
- Case building recommendations
- Workplace interviews and documentation

### Module 6: Prevention

- Success stories - what has worked?
- Recommendations and best practice
- Campaigns / events

# Rightsizing - Retrenchments & Separation Schemes

## Introduction:

This course aims to provide end-to-end knowledge of when a bullying / harassment case occurs within the workplace, including steps to manage and investigate such cases.

### Module 1: Introduction to the Laws

- Introductions to the laws in Malaysia
- Application of s.20 of the Industrial Relations Act 1967 - concept of unlawful dismissal

### Module 2: Right to Re-organise

- Employer's right to re-organise and acceptable reasons for re-organisation
- Understanding the application of the Code of Conduct for Industrial Harmony

### Module 3: Alternatives to Termination

- Right to transfer
- Re-deploy, re-categorise employee's job
- Pay-cuts
- Temporary shutdowns

### Module 4 - Retrenchment

- Meaning of redundancy
- Concept of bumping
- Selection process
- Compensation and notice for retrenchment exercise

### Module 5: Separation Schemes

- Concept - Procedures to carry out a voluntary separation scheme & mutual separation scheme
- Right to select / reject an applicant
- Procedures upon selection of applicant
- Designing a compensation model - strategies to meet objectives and to attract applicants
- Contingencies if VSS does not meet Company's objectives

### Module 6: Drafting, Communication & Implementation

- Tips for strategising project management
- Communication techniques
- Recommendations & case studies based on successful projects
- Obligations to authorities - Labour department, Inland revenue

# Optimising & Managing Performance at Work

## Introduction:

To enable participants with comprehensive knowledge on the journey of performance management, including setting SMART goals that are aligned with the goals of the Company. This course is also designed to prepare participants to manage underperformance effectively through delivering constructive feedback and to foster a culture of performance

### Module 1: Introduction to the Laws

- Application of the Employment Act 1955 and the Industrial Relations Act 1967

### Module 2: Performance , Culture & Engagement

- Blessingwhite's X Model of Employee Engagement
- Understanding top performers and the effect of their movements
- Activity: Identifying current landscape - rating current team members
- Determine engagement deterrents and actions that can be taken

### Module 3: Getting the Foundations Right

- Exploring the function and Importance of the job description, employment contracts, KPIs, appraisals, counselling forms, etc.

### Module 4: Managing Underperformance

- Legal requirements
- Case studies on 3 legal requirements
- Understanding the subjectivity of interpretation for performance related cases

### Module 5 - Performance Improvement Plan

- Case building narrative
- Capturing variable factors that might affect the case

### Module 6: Handling Conversations

- Strategies to handle performance related discussions - handling pushbacks, disagreements, emotions, etc.
- Record keeping of important conversations

# Managing Trade Unions at the Workplace

## Introduction:

To enable participants with comprehensive knowledge on the journey of performance management, including setting SMART goals that are aligned with the goals of the Company. This course is also designed to prepare participants to manage underperformance effectively through delivering constructive feedback and to foster a culture of performance

### Module 1: Introduction to the Laws

- Application of the Employment Act 1955, the Industrial Relations Act 1967 and Trade Unions Act 1959

### Module 2: Registration of Trade Union

- Understand how a trade union is formed - requirements under the Trade Unions Act 1959 and related forms
- Understanding usual practice for 'union recruitment' and methods used by union activists

### Module 3: Recognition Claim

- Understand the process for a union recognition claim (from union to employer)
- Determining eligibility of employees based on the scope of trade union - determine if exclusions apply
- Secret ballot
- Effect of recognition / non-recognition

### Module 4: Collective Bargaining

- Sole bargaining rights
- Requirement and timeline to participate in collective bargaining
- Preparing for collective bargaining
- Benchmarking exercise and negotiation techniques
- Consideration of deadlock and implications
- Case studies

### Module 5 - Collective Agreement

- Effect of collective agreement
- Requirement for back payment by employer
- Renewal of collective agreement
- Disputes and dispute resolution
- Non-compliance of collective agreement

### Module 6: Strikes

- Meaning of strike and prohibition on strikes
- Application for lawful strike and its requirements

### Special Addition: Relationships

- Maintaining a healthy relationship with trade union members / leaders
- Case studies on successful union leaders and how they contribute to the success of the Company

# Workplace Integrity: Anti-Bribery/Corruption, and Harassment Prevention

## Introduction:

This course is designed to equip participants with the knowledge and skills to identify and address employee misconduct related to bribery, corruption, and sexual harassment in the workplace. Participants will gain a solid understanding of the relevant laws and be capable of independently managing such cases.

### Module 1: Legal Foundations and Employer Responsibilities

- Application of the Industrial Relations Act 1967 – requirements to prove employee misconduct leading to dismissal
- Application of s.17A of the Malaysian Anti-Corruption Act 2009 – corporate liability
- Concept of fiduciary responsibilities in an employment relationship
- Case studies from a local and global perspective

### Module 2: Policies

- Establishing clear policies for anti-bribery and corruption
- Best practices and case analysis on trends related to anti-bribery and corruption
- Determining if current practices are sufficient and closing potential loopholes in the system

### Module 3: Examining Misconduct

- Industrial Court cases on conflict, bribery and corruption
- Industrial Court cases on sexual harassment
- Applicability of circumstantial evidence
- Available actions on indirect cases, less severe matters
- Case building strategies

### Module 4: Investigation Techniques

- Applying the concept of non-confrontational interview techniques
- Creating rapport, establishing trust and extracting admission
- Compilation of evidence and key documentation
- Building a case for onward action with the Royal Malaysian Police or Malaysian Anti-Corruption Agency, including other applicable civil or criminal lawsuits

### Module 5: Sexual Harassment

- Defining sexual harassment
- Distinguishing between acceptable and unacceptable behavior
- Application of the Employment Act 1955
- Establishing solid grievance mechanisms at the workplace
- Analysing methods and strategies to create a respective work environment

# Effective Management of Misconduct and Poor Performance

## Introduction:

The aim of this course is to equip participants with the best practices in managing misconduct in order to defend an unlawful dismissal claim and a proper knowledge on how to conduct a domestic inquiry and also on how to deal with different types of employment terminations. By mastering these skills, participants will enhance productivity, work quality and morale and how to provide proper knowledge on go to conduct a performance improvement plan.

## Module 1: Introduce to Labour Law In Malaysia

- Brief introduction to the Employment Act 1955 and Industrial Relations
- Act 1967. This will include an overview of:
- The intention of the Authorities behind introducing these legislations
- The range of employees that the respective are applicable to
- The relevant Government Departments (Intention, application, relevant sections, relevant government departments, timelines for case, legal exposure)
- The process and timelines of a case brought to the Labour Court and/or IR Court
- Legal exposure to Employers upon breach of Labour Laws

## Module 2: Overview of Misconduct

- Statutory provisions on misconduct
- Blueprint for Supervisors in managing misconduct
- Hot stove principle in managing misconduct
- Case studies on various types of misconduct and the importance of a Manager's thought process when investigating
- Difference of processes between misconduct and poor performance
- Disciplinary flowchart

## Module 3: Type of Misconduct

- Malingering
- Sleeping on duty
- Absenteeism
- Lateness and leaving early
- Neglect of duty and negligence
- Refusal to obey instructions
- Disrespect and insubordination
- Theft, cheating and dishonesty
- Fighting / Assault
- Private Conduct

## Module 4: Poor Performance

- Performance Enhancement Process
- Poor performance – the Legal Perspective
- The 3 key requirements in any poor performance case
- Performance Improvement Plan (PIP)
- Overview of a performance improvement plan (PIP) process
- Coaching & Counseling for Performance Improvement
- What constitutes misconduct
- Criminal offences committed in company premises
- Misconducts committed “within” and “outside” employment
- The progressive disciplinary process
- Malingering
- Sleeping on duty

# Payroll Management: for HR & Finance

## Introduction:

This course is designed for HR professionals to confidently navigate their day to day functions with a thorough understanding of the essential provisions of the Employment Act 1955. Participants will gain knowledge to effectively manage contractual terms and conditions, ensure compliance with regulations related to wages, hours of work and leave entitlements. By the end of this course, participants will be equipped to handle challenges with a clear view of compliance, risks and liabilities.

### Module 1: Introduction to the Laws

- Introductions to the laws in Malaysia
- Application of the Employment Act, Industrial Relations Act and all other related legislations in Malaysia

### Module 2: Important Provisions under the Employment Act

- Understanding the definition of 'wages' and it's application across the Employment Act, i.e. First Schedule, S60I and all related regulations
- Determining the differences in the term 'wages' with all other legislations, i.e. EPF / Socso / Income Tax
- Advances and permitted deductions
- Dates for payment of wages (monthly wage and termination of employment)

### Module 3: Overtime

- Eligibility for overtime payment
- Calculation of overtime payment
- Capping of overtime calculation - wherever permitted
- Calculating shift work and overtime

### Module 4: Special Rates & Replacements

- Calculation of payment for work done on a rest day / public holiday
- Understanding employer's right to replace rest days and public holidays
- Calculation for unpaid leave

### Module 5: Statutory Provisions

- Employer's obligations under EPF, Socso and Income Tax

### Module 6: Special Calculations

- Termination benefits
- Severance amounts
- Sign-on bonuses & completion bonuses
- Withholding tax
- Festival payments

# MINI MODULES

Mini modules can be selected as an add-on to any of the selected programs. It can also be presented as a shorter version or can be mixed and matched to suit your objectives. Mini modules can range from 1 - 4 hours, depending on the level of detail required.

## Constructive Dismissal

- Understanding the concept of constructive dismissal in Malaysia
- Common examples of constructive dismissal cases
- Burden of proof - how do employees discharge their burden and available strategies for employer
- Tips to manage a constructive dismissal claim

## Updates on the Law

- Update on the latest legislations surrounding employment law and industrial relations
- Impact of latest amendments on the business
- Responsibilities of employer - best practices in implementation
- Anticipated changes / amendments in future
- Case laws - updates on judicial interpretation and trends from the Industrial / Labour Court

## Managing 101: Medically Unfit

- Understand legal obligations on sick leave (hospitalisation & non-hospitalisation)
- Obligations to provide prolonged illness leave
- Managing medical challenges, disputing prolonged absence from work
- Suspecting fake MCs (or abusing MCs)
- Medical condition affecting performance
- Termination on medical grounds / frustration

# MINI MODULES

Mini modules can be selected as an add-on to any of the selected programs. It can also be presented as a shorter version or can be mixed and matched to suit your objectives. Mini modules can range from 1 - 4 hours, depending on the level of detail required.

## DI Briefing - For panel members

- Role of the panel members (and chairperson)
- Examining documentations leading up to DI
- Inquiry flow - rules & regulations, including do's and don'ts
- Standard of proof and deciding on the verdict of a case
- Drafting of panel report

\*\*DI guidebook to be provided\*\*

## Engagement & Culture

- Importance of company culture and how it impacts on employee experience
- Engagement survey and results - working on key indicators
- Activity on generating engagement ideas from a macro and micro perspective
- Overcoming challenges - taking steps to progress

## Drafting Skills for HR

- Understanding the need to draft - designing the document flow for your Company
- Drafting of employment contract / letter of appointments
- Drafting of related policies and employee handbook
- Drafting of related forms
- Usage and reliance of artificial intelligence in drafting

# MINI MODULES

Mini modules can be selected as an add-on to any of the selected programs. It can also be presented as a shorter version or can be mixed and matched to suit your objectives. Mini modules can range from 1 - 4 hours, depending on the level of detail required.

## Managing Absenteeism & Tardiness

- Categorising absenteeism & tardiness under misconduct / poor performance
- Issuance of letters for absenteeism and tardiness
- Managing the process based on established legal requirements
- Breach of contract & abscondment
- Case building - determining when termination is justifiable

## Flexibility at the Workplace

- Flexible working arrangements under the Employment Act 1955
- Industry practices on flexible working arrangements (and other benefits, i.e. flexi leave, flex benefits)
- Analysis on employee data - how flexibility can impact the operations vs employee engagement / experience
- Understanding alternatives and designing specific models

## Handling Tough Conversations

- Preparing yourself for a tough conversation - performance related, misconduct (investigation) or termination
- Mitigate against legal implications on threats, false imprisonment through setting of conversation
- Dealing with recordings / secret recordings
- Positioning conversation through context setting and handling emotions

# MINI MODULES

Mini modules can be selected as an add-on to any of the selected programs. It can also be presented as a shorter version or can be mixed and matched to suit your objectives. Mini modules can range from 1 - 4 hours, depending on the level of detail required.

## Employment Contracts

- Understand all types of employment contracts and its application
- Differentiate between obligations under a contract of service vs contract for service
- Issues surrounding fixed term employment contracts - especially for senior leaderships
- Key elements to look out for in distinguishing intention of each contract
- Liabilities & recommended solutions

## Post-Employment Considerations

- Consider an employer's rights to post-employment terms
- Definition of proprietary information - application of confidentiality clauses
- Application of non-compete clauses
- Case studies and position on conflict of interest
- Case studies and position on staff and client pinching

## Responsible Employment

- Adherence to the Personal Data Protection Act 2010. Understanding obligations and best practices.
- Forced labour - Standards from the ILO's Forced Labour Convention - case studies and recommendations on best practices
- Labour standards / customer audits - to be fully customised based on the client's specific requirements - i.e ESG, RBA, SMETA/SEDEX, etc.


# CONSULTANTS PROFILE



# PROFILE - VICTOR GAN

Director



 +6012 653 6262

 victor@e2consulting.com.my

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.

# PROFILE - DZULFADHLI BIN LAMIN

Senior Consultant



 +6012 392 1993

 dzul@e2consulting.com.my

Dzul is an experienced Industrial Relations (IR) consultant with a remarkable background in IR exercises and compliances. Renowned for his comprehensive grasp of legal compliance and best industrial practices, Dzul has crafted and reviewed employee handbooks, disciplinary procedures, performance management programs and various type of employment policies for local and multinational companies. His meticulous attention to detail ensures organizations operate within legal parameters while fostering a conducive work environment. Dzul has also been the lead consultant for various termination exercises such as mutual separation schemes, retrenchment (downsizing and closure of business) and etc.

Dzul is also known as an engaging educator. His training sessions cater to a wide spectrum of professionals, from top-level executives to entry-level staff. His adaptable communication style ensures complex concepts are relatable to all, cultivating an atmosphere of continuous learning. By incorporating real-life examples and practical insights, Dzul empowers participants with invaluable knowledge on vital legal and employment related subjects.

As a professional consultant and trainer, Dzul is committed to sharing his knowledge and expertise to empower individuals and organizations. His diverse background equips him to provide valuable insights into IR/ER matters, training needs, and organizational growth. Through engaging sessions and practical examples, Dzul strives to create a dynamic learning experience that equips participants with the tools they need to excel.

# PROFILE - JASSMINE JOSEPH

Senior Consultant




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.

 +6016-454 7621


 [jassmine@e2consulting.com.my](mailto:jassmine@e2consulting.com.my)



# PROFILE - CASSANDRA PETER

Senior Consultant



 +6016-364 3933

 [cassie@e2consulting.com.my](mailto:cassie@e2consulting.com.my)

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.



**E2 Workforce Consulting Sdn. Bhd.**

No 23, Jalan 20/1 Seapark  
46300, Petaling Jaya  
Selangor, Malaysia

[www.e2consulting.com.my](http://www.e2consulting.com.my)

