

Essentials of Employment Act and Employment of Foreign Manpower Act

Course Objectives

- Understand essentials of the Employment Act with reference to their applications on employment contracts for employees
- Understand basic features of the Foreign Employment Manpower Act (EFMA)

Course Outline

- Contract of Service vs Contract for Service
- Who are covered under the Employment Act
- Amendments to the Employment Act (1 April 2016)
 - Key Employment Terms
 - Itemised Payslips
 - Maintain Employees Records
- Part-time Employees
- Term Contract Employees
- Hours of Work
- Overtime and its calculations
- Public Holidays and Time-off-in-lieu
- Termination of Employment
- Transfer of Employment
- What is the Employment of Foreign Manpower Act (EFMA) and who is covered by it
- Key responsibilities under the EFMA: relating to work passes, In-Principle Approval Letters (IPAs), changes of salary if different from IPAs, records and payment of salary and salary disputes resolution.



Target Audience

Employers, HR executives and line managers who wants to have an overview of the Employment Act and foreign manpower act

Methodology

Mix of lectures, examples, case studies & discussions.

Trainer—Mr Desmond Wong

The consultant is a seasoned Human Resources practitioner with 28 years of Asia Pacific HR senior management experience, and a specialization in pioneering and setting up of HR department in new companies and impacting employees in their career development.

His career as Regional Head of HR covers various industries like electronics, petrochemical, dot.com publishing and sales, professional accounting services, automotive distribution, property development, retail, hospitality, healthcare and leisure and he has worked in companies which are local public-listed companies, nasdaq-listed company, US and UK MNCs.

The consultant holds an MBA (UK), Chartered Secretary (UK), Certified Leadership Coach (US) and an Advance Certificate in Training and Assessment (awarded by Singapore Workforce Development Agency).

Date	29th January 2019
Duration	1 day, 9am to 5pm (7 hrs)
Fees (Prices are inclusive of 7% GST)	\$214.00 per pax
Course Venue	PMAS Academy Print Media Hub @ Paya Lebar iPark 61 Tai Seng Avenue #05-14 Singapore 534167

You may go to the following link: <https://goo.gl/8ACq1z> to register!

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