

About the Workshop

The Employment Act is the basic labour law governing employment relations in Singapore. It provides the basic terms and conditions of employment. It also spells out the rights and obligations of employers and employees. Employers need to be mindful of their duty of care and not violate the law of the land. This workshop is designed to provide participants with a comprehensive overview and understanding of the Employment Act and the rights and obligations of employers and employees.

Key Topics

- Scope & Coverage of the Employment Act
- Contract of Service vs Contract for Service
- Managing Termination, Dismissal & Investigations
- Legal Entitlements of Employees under Part IV of the Employment Act
- Non-statutory Benefits of Employment
- Maternity Protection & Recent Legislative Changes
- Common Mistakes in HR Administration
- Other Relevant Statutory Provisions

The Speaker - Mr Noel Khng

Noel has over 20 years' experience in the HR field. He is currently a lecturer and consultant with numerous leading institutions specialising in HR related programmes, covering topics such as employment laws, recruitment & selection, competency frameworks, performance management, comp&ben, OD and talent management.

Who Should Attend HR professionals and managers who have responsibility in the HR function and line managers.

Date: 12 July 2024, Friday	Course Fees: \$328 per participant (Includes Handouts, Lunch & Refreshments)
Time: 9.00am to 5.00pm (Registration starts at 8.45am)	To register: Email your registration forms to us or register online.
Workshop Venue: Carlton Hotel 76 Bras Basah Road Singapore 189558	960 Dunearn Road, #06-25, Singapore 589486 Tel: 6293 9068 Email: info@kcacademy.com.sg Website: www.kcacademy.com.sg
	Payment Details: Payment by bank transfer or PayNow Corporate (UEN no. 201100115H) before commencement of workshop

Participant 1: Name:

Email: Designation:

Participant 2: Name:

Email: Designation:

Contact Person: Name:
(If different from above) Email: Designation:

Company Name:

Company Address:

UEN No: Tel: Fax:

Upon receipt of registration, any cancellation must be confirmed in writing, and will be subject to a 10% administrative charge. If notice of cancellation is received less than 5 working days before the course date, or if participant fails to show, participants will be invoiced for the full fee. However, substitutes will be allowed. KC Academy Pte Ltd reserves the right to cancel/postpone the event or change the venue/date/time of the workshop in view of unforeseen circumstances.