2nd Annual HR & Employment Law: Keeping HR Leaders Updated on the Changes and Challenges on Employment Law in Singapore

Faculty Directors

David Shanmugam
Advocate & Solicitor
Supreme Court Singapore

Na Boon Chong
Managing Director,
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Aon Hewitt, Southeast Asia

Alfred Lim
Advocate & Solicitor
Patrick Tan LLC

Steve Tan
Equity Partner
Rajah & Tann LLP

For a HR Practitioner with some knowledge of the legal landscape governing employment, this seminar provides useful interaction with the legal experts as well as other seasoned HR practitioners so that knowledge is shared and enhanced.

– HR Manager, Singapore Tourism Board (Past Participant in 2012)
2nd Annual HR & Employment Law
Keeping HR Leaders Updated on the Changes and Challenges on Employment Law in Singapore

David Shanmugam
Advocate & Solicitor
Supreme Court Singapore

David is an Advocate & Solicitor of the Supreme Court of Singapore. He holds a Bachelor of Law degree from the University of London and Master of Business Administration degree from Victoria University. He has many years of legal experience in the private sector and is presently working in a law firm.

Over the years, he has conducted legal training for the corporate sector on the various practical legal issues facing the corporate field and has lectured for many training institutions, on Business and Company Law. His forte is in the field of corporate and commercial drafting of contracts, including company matters.

Alfred Lim
Advocate & Solicitor
Patrick Tan LLC

Alfred Lim is an Advocate and Solicitor with Patrick Tan LLC. He specialises in commercial litigation, with a particular emphasis on construction and engineering disputes. Alfred has been involved in litigation at all levels of the Singapore’s courts as well as arbitrations. He has appeared in both the Supreme Court and Subordinate Courts for full hearings and interlocutory applications.

Prior to joining private practice, Alfred was a prosecutor with the Ministry of Manpower (MOM) for more than 4 years. Whilst at MOM, Alfred led and trained a team of prosecutors in the enforcement of the Factories Act (now Workplace Safety and Health Act). He also assisted in the drafting of the Workplace Safety and Health Act (Act 7 of 2006) and its subsidiary legislation. Alfred represented the Ministry in the Subordinate Courts in the enforcement of various statutes that were administered by the MOM. Whilst in the civil service, Alfred also served a stint at the Attorney-General’s Chambers as an Assistant Public Prosecutor where he dealt with various Penal Code offences.

Na Boon Chong
Managing Director, Talent and Rewards
Aon Hewitt, Southeast Asia

Boon manages a part of Aon Hewitt’s consulting business in Southeast Asia. He has more than 25 years’ experience consulting in Southeast Asia and Greater China on corporate governance, executive compensation, public sector pay, organization transformation, post-merger integration and talent management.

He spent three years with Aon Consulting starting up its human capital consulting business in Southeast Asia before the Aon Hewitt’s merger. Prior to Aon Consulting, he spent a long career with Hewitt as head of its Singapore consulting operations and Asia Pacific practice leader in Corporate Restructuring and Change.

His clients include major organizations in both the private and public sectors, in industries such as financial services, technology, healthcare, energy, professional services, etc. Boon graduated from the University of Minnesota and the Rutgers University with a B.Sc. and M.Sc. respectively.

Steve Tan
Equity Partner
Rajah & Tann LLP

Steve has advised extensively on a broad spectrum of technology related matters. His clients include those from the IT, film and/or computer game industries. He is significantly much involved in intellectual property and information technology related work, having dealt with a broad spectrum of non-contentious work dealing with IT outsourcing, IT tenders, software development & ASP related arrangements, software licensing, music licensing, trademark registration, to name a few, as well as contentious work such as complex IT disputes involving software development to intellectual property infringement (he has participated in raids on and prosecuted copyright infringers).

Steve is equally engaged in digital media / entertainment related work. Steve is one of only a handful of local lawyers involved in such work. He has advised clients on animated film/TV productions, such as ‘Ten Commandments’ and the ‘Future is Wild’, and on other feature film productions. His advice has been sought on reality TV series productions, co-production and investment agreements in film production, film financing, production and/or distribution. He has also provided clients with advice on computer game development, publishing and/or distribution deals, whether for the mobile, PC, handheld or online platforms or otherwise.
EXECUTIVE SUMMARY

Program: 2nd Annual HR & Employment Law
Dates: 21 – 22 February, 2013
Location: Shangri-La Hotel, Singapore

Early Bird 1 (Register & pay by 10 Jan 2013): S$2,595
Early Bird 2 (Register & pay by 7 Feb 2013): S$2,795
Regular Tuition Fee: S$2,895

GROUP DISCOUNT:
10% discount for the 2nd participant from the same organization.
For registrations before 10 January 2013 and for 3 or more participants, the 4th participant will receive a complimentary seat.

(Note: GST is applicable only to participants from Singapore registered companies)

Program Essence: This intensive and highly interactive two-day program is designed for Singapore’s leading practitioners within the employment/HR sector with knowledge based on the faculty directors’ expertise on latest legislative changes and development in Singapore. In this intensive two-day executive program, you will gain comprehensive knowledge on legal implications in drafting employment contract, hiring foreign workers, terminating employee, handling discipline in your workplace, and also protecting employees’ data so as to avoid legal issues and finding the right solutions when settling legal issues. Participants will also discover the latest insights from leading experts on how to increase your company’s productivity amidst employment challenges in Singapore and how you can add value to your organization’s business. You will gain a clear understanding of adapting fair employment practice in your workplace based on Singapore meritocratic society.

The program will be conducted by top-tier employment law experts with immaculate track record in an engaging and energetic way – while presenting strategic legal advice on reducing imminent risk in employment law and maximizing employee productivity and profitability.

PROGRAM INTRODUCTION

In view of the rapidly changing business landscape in Singapore today, the challenges within the field of human resource are never ending. The role of human resource professionals is constantly evolving and expanding, with new challenges surfacing beyond operational HR issues. One of the biggest challenges is to keep up with the various employment law changes and consequences that companies exposed to on a daily basis.

Singapore’s Employment Law faced relatively major changes in the past several months with new restrictions placed on foreign employment recruitment, calls for higher productivity and data protection for employees. These changes together with the need to equip HR Directors, Managers and Executives with the necessary knowledge to reformulate their company policies and procedures and compensation and benefits programs will make this as a need-to-attend executive program for HR leaders in Singapore.

Program participants are expected to take away key information on legal implications that company need to follow through when drafting employment contract, hiring foreign workers, terminating employees, handling discipline in the workplace, and also protecting your employee’s data to avoid any legal disputes. You also will gain some knowledge on how your company can increase the productivity level despite tight war on talent. Businesses are also need consider adapting fair employment practice based on Singapore society that value meritocracy at the workplace.

HR Practitioners should not assume that what they’ve learned in the past will keep them compliant in the future. Join us in this highly interactive session to get a true understanding of HR law and to ensure that your organization and its policies are fair, compliant, and consistent.
WHO WILL BENEFIT MOST

This course is designed for all Executives & Managers dealing with Human Resource, Learning/Training Development, Organizational Development, Workplace Relations & Compliance, Employment Relations, Talent & Recruitment, Remuneration, Compensation & Benefits, Mediators & Arbitrators of Employment Law, People Development, business owners, or those who expecting to have staffing responsibility.

LEARNING OBJECTIVES

- Keep up to date with the latest review on the Employment Act and how it is affecting the HR landscape in Singapore
- Understand the legal obligations in hiring and terminating foreign workers to avoid legal trouble
- Avoid common mistakes and legal issues when drafting your Employment Contract
- Learn the right legal procedures to handle complaints and discipline your employee from HR and legal perspective
- Adopt fair employment practices in your workplace in compliance with the guidelines
- Learn how to terminate and dismiss employees without breaching the employment law
- Protect your employee’s personal data to evade from legal obligations
- Find ways to improve your organization’s productivity level through cutting edge human capital practices

PROGRAM OUTLINE

DAY 1

Latest update on the Employment Act Review and its implication to the Singapore HR landscape

- Introduction and important features of the Employment Act
- Singapore HR landscape in 2013 in its implication to the business
- Keep up to date the latest amendments to the act

Understanding Legal Obligations in Employing Foreign Workers

- Hiring of foreign workers and the requirements
- Examination of Foreign Manpower Act and Licensing Act
- Housing and the immigration act
- Criminal law and the consequences thereof for foreign workers
- The termination clause and method of termination
- Breach of employment terms and implications

Drafting, Vetting, and Negotiating Employment Contracts

- Learn to draft and vet the employment contracts through practical exercises
- Understand the rights and obligations that govern your employer & employee relationship
- Examine the most common employee Contract mistakes
- Find out what policies your organization should include in the employee Contract
- Take away language to add to your employee contract to protect your organization

Handling Discipline at the Workplace from HR and Legal Perspective

- Methods in handling complaints and things to note when disciplining workers
- How to successfully discipline employees without facing any legal issues
- What constitutes a discipline case and how to resolve it amicably
- Key points to note when handling misconduct from HR perspective
- The legal rights of employees when facing discipline or complaint issues
DAY TWO

Be a Fair Employer: The Need of Meritocracy in the Workplace
• Update on the enhanced Tripartite Guidelines on Fair Employment Practices
• Gain practical insights on why and how the adoption of fair and responsible employment practices can be harnessed to help businesses manage their employment issues
• Reviewing your organization hiring patterns to avoid any discriminatory practice that is not in compliance with the guidelines
• Bridging gap between foreign talents and local talents

Termination and Dismissal Procedures Without Breaching the Employment Law
• Definition and coverage of termination under the Employment Act
• The legal implication of dismissing employees from employment
• How to successfully terminate employees without facing any legal issues
• Key issues when transferring employees
• The legal impact of terminating older workers
• Role of courts and award of damages

Employer’s Data Protection Obligations Towards Employees
• Guidelines on the scope of information that employer can collect, retain and share about employee
• Coverage under Personal Data Protection Bill: Who & What?
• The role of Human Resource in preventing employee’s data misuse

Driving Productivity Through Cutting Edge Human Capital Practices
• What are the key challenges in improving productivity and how they can be mitigated?
• How to drive the best behavior within your workforce to ensure optimum productivity
• Ways to develop your current talent pool amidst the stiff competition for talent
2ND ANNUAL HR & EMPLOYMENT LAW
21 – 22 February, 2013 | Shangri-La Hotel, Singapore

REGISTRATION PAGE

4 WAYS TO REGISTER

Email: admissions@claridenglobal.com
Fax: +65 6567 4328
Call: +65 6899 5030
Website: www.claridenglobal.com

DATE AND LOCATION

This executive program will be held at:
Shangri-La Hotel, Singapore
21 – 22 February 2013
22 Orange Grove Road, Singapore 258350
Tel : +65 6737 3644
Fax : +65 6737 3257
Website : www.shangri-la.com/en/property/singapore/shangriila

The fee for this two-day executive program includes all written materials, lunch and refreshments.

HOW TO REGISTER AND PAY

An invoice and registration confirmation will be sent within 7 days, please contact us if you have not heard from us within 7 days. Payment can be made by credit card, by bank transfer or by cheque made payable to “Clariden Global Pte Ltd. ALL PAYMENTS MUST BE RECEIVED IN ADVANCE OF THE EVENT.

ACCOMMODATION

Accommodation is not included in the program fee but you will be entitled to use our corporate rate for your accommodation. Information will be sent along with your registration confirmation.

SPONSORSHIP

INTERESTED IN PROMOTING YOUR ORGANIZATION TO OUR PARTICIPANTS

For more information on sponsorship, tabletop displays & insert opportunities, please contact us at 6899 5030.

CANCELLATIONS AND SUBSTITUTIONS

Once we have received your booking, the place(s) are confirmed. No refunds will be made for any cancellations, however, program credits of equivalent value only applicable for Clariden Global events will be provided. Credits can only be redeemed for 1 program and is valid for only one (1) year from date of issue.

Substitution with a qualified candidate is allowed by providing at least 5 working days of advance notice to Clariden Global. One time substitution is allowed with no charges. Subsequent substitutions will be charged 10% admin fee.

ALL CANCELLATIONS MUST BE RECEIVED IN WRITTEN FORM

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