

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,
Talent and Rewards
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)

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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.

2nd Annual HR & Employment Law

Keeping HR Leaders Updated on the Changes and Challenges on Employment Law in Singapore

EXECUTIVE SUMMARY

Program:	2nd Annual HR & Employment Law	Early Bird 1 (Register & pay by 10 Jan 2013):	S\$2,595
Dates:	21 – 22 February, 2013	Early Bird 2 (Register & pay by 7 Feb 2013):	S\$2,795
Location:	Shangri-La Hotel, Singapore	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 Work Place 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

PROGRAM OUTLINE

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

REGISTRATION PAGE

Booking Contact (Approving Manager) Mr/Mrs/Ms: _____
 Job Title: _____ Department: _____
 Telephone: _____ Fax: _____
 Email: _____
 Organisation: _____
 Address: _____
 _____ Postal Code: _____

I would like to receive more information on hotel accommodation using Clariden Global corporate rate.

Please register the following participant(s) for this Program:

1st Participant Name (Mr/Mrs/Ms): _____

Job Title: _____ Department: _____

Telephone: _____ Fax: _____

Email: _____ Date of Birth: _____

2nd Participant Name (Mr/Mrs/Ms): _____

Job Title: _____ Department: _____

Telephone: _____ Fax: _____

Email: _____ Date of Birth: _____

3rd Participant Name (Mr/Mrs/Ms): _____

Job Title: _____ Department: _____

Telephone: _____ Fax: _____

Email: _____ Date of Birth: _____

4th Participant Name (Mr/Mrs/Ms): _____

Job Title: _____ Department: _____

Telephone: _____ Fax: _____

Email: _____ Date of Birth: _____

PROGRAM FEES

1ST EARLY BIRD FEE: S\$2,595
(Registration and payment must be received by 10 Jan 2013)

2ND EARLY BIRD FEE: S\$2,795
(Registration and payment must be received by 7 Feb 2013)

REGULAR FEE: S\$2,895

GROUP DISCOUNT: For 2 registrations from the same company and billing source, the 2nd participant enjoys a 10% discount.

For registrations of 3 from the same company and billing source, the 4th participant receives a complimentary seat. One discount scheme applies per company.

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

Important Notice: Payments are required with registration and must be received prior to the Course to guarantee your place.

PAYMENT METHODS

BY CHEQUE / BANK DRAFT:

Made payable to Clariden Global Pte Ltd and mail to: 3 International Business Park, #04-31, Nordic European Centre, Singapore 609927.

BY TELEGRAPHIC TRANSFER TO:

Bank Name: **DBS BANK**
 Bank Branch Code: **027**
 Bank Address: **6 Shenton Way, DBS Building, Singapore 068809**
 Bank Account No: **027-903583-8**
 Bank Account name: **Clariden Global Pte Ltd**
 Bank SWIFT Code: **DBSSSGSG**

Please note that all bank charges are to be borne by participants. Please ensure Clariden Global receives the full invoiced amount.

Note: Please include invoice number on all payment types and your company's name in your payment instructions for our reference.

CREDIT CARD:

To make payment by credit card, please call our client services hotline at +65 6899 5030.

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/shangrila

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

PLEASE NOTE: Clariden Global Pte Ltd reserves the right to change the content and timing of the programme, the speakers and the date and venue due to reasons beyond their control. If in the unlikely event that the course is cancelled, Clariden Global Pte Ltd will refund the full amount and disclaim any further liability.

ENQUIRIES: If you have any queries about registration or payment please do not hesitate to contact our client services department on +65 6899 5030.

PRIVATE DISCLOSURE STATEMENT: Any information provided by you in relation to this event is being collected by Clariden Global Pte Ltd and will be held in the strictest confidence. It will be added to our database for the primary purpose of providing you with information about future events and services.

Visit us at www.claridenglobal.com for upcoming events

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