



Workforce Reset:

SMART STRATEGIES TO SLASH COSTS, NOT MORALE

Connexion Conference & Event Centre 

29 & 30 January 2026

9.00AM to 5.00PM

TRAINING FEE

RM 1225 **30% OFF**

MECA Member

~~RM 1750~~ Per Day *including 8% SST*

Non- Member

RM 2000 Per Day *including 8% SST*



* Prices are inclusive of 8% SST

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Workforce Reset :

Smart Strategies to Slash Costs, Not Morale

This program provides HR leaders and decision-makers with a strategic, legally compliant framework for reducing manpower costs without compromising organizational integrity or employee well-being. Participants will learn when and how to implement cost-saving measures, navigate compliance challenges, and execute workforce changes seamlessly while minimizing risk and maintaining trust.

Course Objectives

By the end of this course, participants will be able to:

- Identify appropriate cost-reduction strategies for different business scenarios
- Apply legal requirements and best practices to avoid compliance pitfalls
- Communicate and implement changes effectively to maintain morale
- Calculate severance, pay adjustments, and manage documentation accurately
- Support workforce mental health during transitions

1

Lay-Offs - Understanding the Basics

- What is a lay-off and how does it differ from redundancy?
- Regulation 5 of the Employment (Termination & Lay-Off) Benefits Regulations 1980 – Is it still relevant?
- When lay-offs are appropriate – The Viking Askim case
- Why lay-offs remain unpopular and how to address concerns

2

Voluntary Separation Scheme (VSS)

- Are VSS programs still relevant today?
- Why the shift from VSS to Mutual Separation Agreements (MSA)?
- Modernizing the traditional VSS for today's workforce

3

Redundancies – The A to Z for HR Managers

- Changing perceptions: Building a culture that understands job security realities
- Why MSAs dominate despite limitations – Is fear the driver?
- LIFO, FIFO, and Selection Matrix Criteria – Decoding the rationale
- Redundancy vs Closure vs Transfer – Key distinctions
- Case studies: Consistency or confusion?
- Execution Essentials:
 - Rationale for redundancy
 - Selection criteria and documentation
 - Pre-retrenchment steps & paperwork
 - Leveraging EAP and managing mental health
 - Post-retrenchment dos and don'ts
 - Calculating severance packages accurately

4

Pay Cuts - A Strategic Alternative

- When pay cuts can make a meaningful impact
- The Upside-Down Pyramid Method and its role in obtaining consent
- Communication strategies for success
- Is consent mandatory? Implementing pay cuts amid dissent
- Step-by-step implementation guide

5

Shorter Work Week

- Cost impact and viability as a cost-saving measure
- Salary adjustments for reduced workdays
- Practical steps to encourage consent
- Salary computation and JTK notification requirements

6

Forced Leave / Shutdowns

- Legal considerations and judicial perspectives
- Importance of clear policy frameworks
- Annual leave vs unpaid leave; full pay vs partial pay - What's fair?

BONUS

Future-Proofing Workforce Cost Management

- Impact of automation and AI on manpower planning
- Remote work and hybrid models - Cost implications
- Preparing for gig economy trends

WHO SHOULD ATTEND

- HR Managers
- Business Leaders
- Compliance Officers
- Anyone responsible for workforce planning and cost management

Course Methodology

This programme is delivered through an engaging and participative learning approach, designed to translate theory into practical workplace application. The session incorporates:

- Interactive lectures to provide clear legal and conceptual grounding
- Real-world case studies to contextualise principles within actual workplace situations
- Group discussions to encourage shared insights and peer learning
- Practical exercise templates to support hands-on application and post-programme reference

Trainer

Manjeev Singh **Consultant, MECA**

Manjeev Singh is a legally trained Industrial Relations Consultant with experience advising employers on employment law, statutory compliance, and workplace dispute resolution. His cross-jurisdictional legal background enables him to interpret Malaysian labour legislation with clarity, precision, and practical relevance.

He holds a Bachelor of Laws (LLB) from the University of Hertfordshire and has completed the Certificate in Legal Practice, gaining admission as an Advocate and Solicitor to the High Court of Malaya.

Currently a Consultant at MECA Employers Consulting Agency Sdn Bhd, Manjeev provides end-to-end IR advisory services and delivers employer training programmes. He is a Certified Train-the-Trainer (TTT) and conducts training in English and Malay.

