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Drafting & Executing Effective Employment Contracts

▶ 27 August 2008 ▶ 9.00am – 5.00pm ▶ Royal Plaza on Scotts, Singapore



Yeo Hiap Seng Limited

Arthur Khong

*Vice President, Group
Regional Human Resources*



**Singapore National
Employers Federation**

Stephen Yee

*Director,
SNEF Training Institute*



**Gateway Law
Corporation**

Chin Hooi Yen

*Director and Head
(Corporate and Commercial)*



WongPartnership LLP

Sim Bock Eng

*Partner Banking & Insolvency
Practice & Intellectual
Property Practice*

In today's volatile talent-short market, executing an effective employment contract can make the difference between business success and failure.

Drafting & Executing Effective Employment Contracts is a one-day intensive workshop where top legal and business practitioners address the key terms of an effective employment contract, the legal responsibilities of both the public and private sector employer, ways to protect your intellectual property and trade secrets, how to avoid potential pitfalls, the successful termination of employment contracts and the remedies for breach of contract.

Attend Drafting & Executing Effective Employment Contracts and learn how to:

- ▶ Streamline Employment Contracts to the dynamic talent landscape in Singapore
- ▶ Advocate fair employment practices within your Employment Contract
- ▶ Author an Employment Contract that protects the employer and honors the employee
- ▶ Fulfill the legal aspects of a contract formulation
- ▶ Understand various Employment Contracts in the country and region
- ▶ Mitigate business risk while drafting Employment Contracts
- ▶ Position yourself as an employer of choice through Fair Employment Contracts

HRM SINGAPORE
WORKSHOP SERIES

topics include

Types of Employment Contracts in Singapore

- » Annual hours contracts
- » Casual workers
- » Fixed-term contracts
- » Home-workers
- » Job sharing
- » Flexi-time
- » Part-timers
- » Term-time working
- » Self-employed workers
- » Public Sector Contracts Vs Private Sector Contracts
- » Contracts for mature workers

Drafting Employment Contracts: Avoiding the Pitfalls and Time bombs

- » The legal implications of the employer and employee relationship
- » Protecting intellectual property and trade secrets of the Business Enterprise
- » The termination of the employment contract

Mitigating employer risk through the drafting of the Employer Contract

- » Employment Contract / Employee Handbook: Setting out terms of relationship
- » Law and management of employee termination and dismissal
- » Effectiveness and enforcement of restraint of trade provisions
- » Balance between the employer's need for confidentiality and employee's need for privacy
- » Employee safety
- » Drafting Do's and Don'ts

Government remedies post breach of contract

Inclusion of Tripartite recommended Fair Employment Practices for an effective Employment Contract

- » Remuneration
- » Appraisal, promotion, posting and training
- » Dismissals and retrenchments
- » Grievance handling

Tripartite Fair Employment Practices as per guidelines

the speakers

Yeo Hiap Seng Limited

Arthur Khong

Vice President, Group Regional Human Resources

Arthur Khong is responsible for overseeing the HR functions in Singapore, China, Malaysia, Hong Kong, USA and UK. He has 12 years of senior HR management experience and holds a Bachelor of Arts (Econs) degree, Bachelor of Laws (Hons) degree, and a Master of Management degree majoring in Human Resource Management. He has worked with many industrial unions both in Singapore and Malaysia. He is presently Chairman for Industrial Relation, Industrial (Other Areas) under Singapore National Employer Federation, a council member with Singapore Human Resource Institute and a fellow member with Singapore Institute of Arbitrators.

Singapore National Employers Federation

Stephen Yee

Director, SNEF Training Institute

Stephen Yee is responsible primarily for managing the Singapore National Employers Federation Training Institute and has more than 12 years of training experience. As the Director of Training for SNEF Training Institute he handles more than 50 associate trainers and a team of 10 in sales, operations and course management. He is a certified trainer by WDA in Advanced Certificate Training and Assessment. He involves in the competencies that was mapped out by WDA with the industries in the service sectors.

As a strong believer in continuing education and training Stephen Yee holds various professional qualifications in Info-Comm Technology. He holds a Bachelor of Science (Management Studies) from University of London with Honours, BSc in Computing Studies (UK) and a Master in Project Management (University of Adelaide) with Double Distinction, Diploma in Hotel Catering and Management (Glasgow).

Gateway Law Corporation

Chin Hooi Yen

Director and Head (Corporate and Commercial)

Hooi Yen's practice focuses on venture capital, investments, mergers & acquisitions, technology, info-communications and e-commerce, the travel & hospitality industry and intellectual property, media and the arts. She is cited as a leading lawyer under the Corporate/Mergers & Acquisitions category of the 2007-2008 edition of AsiaPacific Legal 500. Her work is also cited in various publications.

WongPartnership LLP

Sim Bock Eng

Partner Banking & Insolvency Practice & Intellectual Property Practice

Bock Eng's main area of practice is in civil litigation, which includes banking and finance, property, employment, family matrimonial law, and trust probate law. Her specialty is intellectual property.

Bock Eng graduated from National University of Singapore and was admitted as an advocate and solicitor of the Supreme Court of Singapore in 1991, and to the Roll of Solicitors of England and Wales in 2004. She has a Joint Master of Business Administration and Laws.

