

## SHRI Engage Drafting, Vetting and Negotiating Employment Contracts

Complimentary for SHRI Members and Corporate Friends!

29 July 10, Thursday | 2.30 pm to 4.00 pm | Training Room 9 @ The Verge

*It is essential for business owners, managers and HR practitioners and those working in the HR arena, to know the legal implications in any employment contracts so as to avoid legal problems and finding solutions when settling legal issues.*

The objective of the workshop is to introduce to learners the importance of how to draft, vet and negotiate Employment contracts. You will be introduced to terms in a contract, restrictive clauses, termination, salary, leave, and other employment issues in a pragmatic manner. By the end of the course, participants would have achieved a great level of achievement in interpreting, resolving, settling employment contract

**Mr David Shanmugam**, who has been in the legal practice for many years, will cover the topics from a legal and business perspective.

After this workshop, participants will have:

- understood the rights and obligations that govern your employer & employee relationship
- understood how to draft and vet employment contracts through practical exercises
- been able to deal with legal issues in the employment contract with confidence

### WORKSHOP OUTLINE

How to interpret an employment contract:

- The general terms and conditions of employment contracts
- A discussion of the unique nature of employment contracts in the engineering field
- How to interpret and understand employment contracts

What are the key clauses in an employment contracts:

- What clauses are relevant to the employer?
- The key clauses relevant to the employee
- Key points of discussions on this issue in detail

What are the dos and don'ts in interpreting employment contracts:

- Key issues when examining engineering employment contracts
- Issues considered under employment contract
- Rights and duties of the employer and employee
- Compensation and benefits given by the employer to the employee
- Restrictive clauses used in employment contracts
- Restraint of trade clauses and non-competition agreement

Termination and post term termination obligations:

- How to negotiate and deal with employment contracts
- How to deal with legal issues in employment contracts
- Can the issue be settled by meeting?

## SPEAKER

David Shanmugam 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 experience in the private sector and he is presently working as an in house Legal Counsel for a local company.

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. Mr David Shanmugam has conducted legal training programmes for Singapore Institute of Chartered Secretaries and Administrators, National University of Singapore Continuing Education and for the Singapore Manufacturing Association.

## Programme

- 2.00pm Registration**
- 2.30pm Presentation: Drafting, Vetting and Negotiating Employment Contracts**
- 3.30pm Questions & Answers**
- 4.00pm End of Session\***

*\*Light Refreshments will be provided*

## RESPONSE SLIP – By 24 July 2010

*Kindly fax to +65 6299 4864 and attention to ChiahYian*

I want to participate in the SHRI-Engage held on 29 July 10, Thursday, 2.30pm – 4.00pm

Name (Mr/Ms/Mrs/Prof/Dr) \_\_\_\_\_

Designation \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**All correspondence will be made via email - please write clearly.**

Organisation \_\_\_\_\_

Address \_\_\_\_\_

SHRI / SPEC Mbr (# \_\_\_\_\_)  Public

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FEE<sup>▲</sup>:** SHRI Member & Corporate Friend: Complimentary  
Public: S\$ 53.50 per person (inclusive of GST)

Enquiries | please contact Adeline at [adeline@shri.org.sg](mailto:adeline@shri.org.sg)  
Registration | please contact ChiahYian at [chiahyan@shri.org.sg](mailto:chiahyan@shri.org.sg)

<sup>▲</sup> As seats are limited, a no-show fee of S\$50 will be imposed on individuals who registered but fail to turn up for the event.