



EFFECTIVE DISCIPLINE & DOMESTIC INQUIRY

Tempat: **UTM, Menara Razak, Kuala Lumpur** Masa: **9am-5pm**

Sila pilih tarikh: 11 & 12 Feb 2017 19 & 20 Aug 2017

COURSE OBJECTIVES

At the end of the program participants are able to:

- Understand the importance of having a proper set of rules and regulations
- Understand the importance of having a proper contract of service to avoid problems in termination.
- Identify the important major and minor misconduct categories
- Understand how a minor misconduct can become a major one
- Handle termination and non-confirmation of probationers
- Handle termination due to poor performance of permanent employees
- Handle termination due to retrenchment, lay-off, downsizing, relocation etc
- Handle termination due to misconduct and indiscipline
- Conduct a proper Domestic Inquiry
- Draft the various letters on 'suspension', 'charge sheet', 'warning' & 'dismissal'
- Know the critical difference between 'dismissal' and 'constructive dismissal' so as to avoid 'constructive dismissal'
- Avoid the costly mistakes made by others in poorly handled cases of termination that ended up in the Industrial Courts
- Know the relevant laws relating to handling of misconduct, conducting a Domestic Inquiry and termination of employment

FOR WHOM

- CEO
- HR Manager
- HR Executive
- HR Assistant
- Personal Assistant
- Secretary
- Line Managers/Executives
- Supervisors
- Other Non-HR Managers and Executives

COURSE CONTENTS

HANDLING MISCONDUCT

(1) Rules and Regulations

- Basic Principles in Rules,
- Importance of Rules and regulations
- Principles in drawing up rules and regulations
- Major and Minor Misconduct

(2) Developing A Grievance Procedure

- Who draws up the procedure
- The steps in the procedure
- Final decision maker



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(3) Types of Misconduct

- Malingering
- Tardiness
- Poor or inefficient job performance
- Absence without approval
- Absence before or after PH
- Absence from the workplace
- Excessive MC
- Disobedience
- Insubordination

(4) Counselling

- What is counselling?
- Importance of counselling
- Do's and don'ts in counselling
- Who should counsel?
- Qualities of a good counsellor
- Steps in counselling
- How to counsel
- Follow-up counselling

(5) Disciplinary Action

- Delivering verbal warnings: do's and don'ts
- Preparing Written Warning Letters: do's and don'ts
- Preparing suspension letters: do's and don'ts
- Suspension before and after Domestic Inquiry

CONDUCTING DOMESTIC INQUIRY

(6) The Domestic Inquiry Panel

- Who sits on the panel?
- How to select the right panel
- Who selects the panel?
- The roles of panel members
- How many should be on the panel
- Rights of employer and employee

(7) Conducting the Domestic Inquiry Proper

- Seating arrangement of panel members and others
- Carrying Out the Domestic Inquiry: do's and don'ts
- The process of the Inquiry
- Starting and ending the Inquiry
- Roles of chairman and panel members
- Roles of prosecutor, witnesses and accused
- Common pitfalls



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TERMINATION OF EMPLOYMENT

(8) Unfair Dismissals & Constructive Dismissals

- Time limit for employee to make complaints under Industrial Relations Act 1967
- Who may represent employer for conciliation proceedings?
- Who may represent employer in Industrial Courts?
- Maximum compensation
- Dismissal without notice
- Dismissal with notice
- Constructive Dismissal

(9) Other Termination

- Notice period for Termination/lay-off
- Situations for termination
- Situations for giving notice
- Frustration of contracts
- Expiry of fixed term contracts
- Termination of probationers

(10) Termination Benefits

- Notice period
- Gratuity payments
- Termination benefits under the law

(11) Legal Aspects of Handling Misconduct, Conducting Domestic Inquiries and Termination of Employment

- Disciplinary action
- Company policy
- Relevant aspects of Employment Act & Industrial Relations Act
- Legal precedents set by Industrial court awards
- Code of conduct for Industrial Harmony



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TRAINING DURATION: 2 days

REGISTRATION

To join this training, please complete the Enrollment Form as attached, scan and email to us (training@myanuar.com).

If no email available, please take a clear picture and send it to our WhatsApp number (+60173167960) or PM to Facebook Page Messenger: <http://m.me/MyAnuarSynergy>

PAYMENT

Training fee is RM1,300 per person. It is **NOT claimable from HRDF**.

PROMOTION: Please refer to Enrollment Form on the next page.

Training fee includes:

- Certificate of attendance
- Notes
- Training materials
- Morning tea/coffee
- Lunch
- Afternoon tea/coffee

After payment made, please send us proof of payment (bank-in slip or online transfer screenshot or any receipt) to email training@myanuar.com or WhatsApp / Telegram number **+60173167960**.

OTHER INFORMATION

- Accommodation and transportation are **NOT** provided.
- Training material will be in English. Lecture & activities will be in English & Malay.
- Training methods: lecture, group discussion, presentation, role play, video and contents sharing.



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ENROLLMENT FORM | To book your place on the training, please complete this enrollment form and e-mail it back to us. Your place is confirmed on receipt of the completed enrolment form. Our e-mail is **training@myanuar.com**.

NORMAL TRAINING FEE: **RM1,300 per person (NON-CLAIMABLE FROM HRDF)** includes certificate of attendance, notes, training materials, morning tea/coffee, lunch, afternoon tea/coffee.

PROMOTION:

- EARLY REGISTRATION PAYMENT:** 10% discount if payment made three weeks before the training date.
- GROUP DISCOUNT:** 5% discount on 3 or more participants.

Company/Organization Name: _____

Full Address: _____

Person Making this Booking

Full Name: _____ Position: _____

E-mail: _____ Tel No: _____

Person Responsible for Invoice (if different from above)

(We will e-mail the invoice once we received this completed enrollment form)

Full Name: _____ Position: _____

E-mail: _____ Tel No: _____

Delegate(s) Details (Person attending the training)

(To register additional delegates, please complete the information on separate enrollment form)

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Authorized by:

Name: _____

Position: _____

E-mail: _____

Tel No: _____

Signature: _____

Company Stamp: _____

PAYMENT TERMS AND CONDITIONS An invoice, including our banking details, will be issued once your completed registration form has been received. Full payment must be received prior to the event.

CANCELLATION AND TRANSFER POLICY Full refund for cancellations received four weeks prior to the course. A substitute delegate is welcome for delegates who have already booked and paid.

MyAnuar Synergy Sdn. Bhd. reserves the right to cancel the event, in which case delegates will be refunded in full but shall not otherwise be entitled to any compensation, costs, travel expenses, losses or damages arising from such cancellation.

MYANUAR SYNERGY SDN. BHD. (Company No. 1118343-U)

No. 27-1, 1st Floor, Jalan Adenium 2G/9, Pusat Perniagaan Adenium, Seksyen BB5, Bandar Baru Bukit Beruntung, 48300 Rawang, Selangor, Malaysia
Tel/Fax No: +60185858996 | Mobile No: +60173167960 | E-mail: training@myanuar.com | http://myanuar.com | https://facebook.com/MyAnuarSynergy

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Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

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Disability (if any): _____ Vegetarian: YES NO

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