

MANAGING MISCONDUCT & DOMESTIC INQUIRY

INTRODUCTION

A well-disciplined workforce is a prerequisite for the smooth and healthy functioning of any organization. A well-disciplined workforce is one where employees therein adhere to rules, comply with instructions and carry out their duties loyally and conscientiously. As such, managing the disciplinary process is of critical importance in ensuring the wellbeing of the organization. Dealing with disciplinary matters involving investigations, due inquiries and punishments requires the appropriate knowledge, skills and attitudes in understanding, interpreting and application by management in order to avoid costly consequences to the organization. Employees are becoming more aware of their rights and remedies available to them. It is therefore incumbent upon management to serve justice professionally, fairly, firmly, and without fear or favour.

COURSE CONTENTS

- What is management?
- Role of manager in Disciplinary Proceeding
- Misconduct
- Types of Misconduct
- Condonation of Misconduct
- Investigation into Misconduct
- The Charge Relating to Misconduct
- Domestic Inquiry
- Punishment
- Decision of Courts
- Role Play

WHO SHOULD ATTEND

Head of personnel of small & medium-sized (SME) organizations, Human Resource Manager & Executive, In-House Legal Manager & Executive, Head of Department, Operation Managers, Training Personnel, IR Executives / Officers.

WHO SHOULD ATTEND

David Kanagaraj had served the Labour Department and Industrial Relations Department for about 29 years before leaving at the end of 1995. He then served as the Human Resource and Administration Manager of a medium-sized company for about 9 months, before moving into full-time consultancy and training. He is considered a leading expert on labour legislation, especially the Employment Act, the Industrial Relations Act, Trade Unions Act, Employees Provident Fund Act, Employees Social Security Act and the practices relating to employee relations. He is further very conversant with the decisions of the Courts on all matters relating to employee relations and labour legislation. Since 1980, he has been very involved in training and has been a course leader for the Malaysian Institute of Personnel Management. He was also The Director for the Diploma in Industrial Relations conducted by MIPM. He has also been a course leader for the Diploma in Human Resource Management conducted jointly by the University of Malaya and the Malaysian Association of Productivity. He is, himself, a certified Trainer by Pembangunan Sumber Manusia Berhad (Certificate No. TTT/0097). He holds a Ph.D in Human Resource Management specialising in industrial relations and the laws relating to dismissals.

Duration
2 days

SSTC Member
RM 742.00

Non SSTC Member
RM 795.00

SME
Training Grant
RM 238.50

*all rates are inclusive
of 6% GST

For more information or registration, contact:

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