



HRD CORP. CLAIMABLE COURSES
NO. : 10001389343



MANAGING WORKPLACE MISCONDUCT : EFFECTIVE DISCIPLINARY PROCESS AND DOMESTIC INQUIRY



DATE :
10 - 11 SEPTEMBER 2024

VENUE :
ANIKA HOTEL, KLUANG,
JOHOR

DATE :
24 - 25 SEPTEMBER 2024

VENUE :
HYATT PLACE, PARADIGM
MALL, JOHOR BAHRU

INTRODUCTION

Participants will be guided through the stages of identifying the category of misconduct, the investigation and evidence gathering process, the practical letters on show cause, suspension, warning, demotion, dismissal etc as well as the steps of conducting domestic inquiry including a mock domestic inquiry.

WHO SHOULD ATTEND

All private sectors' employees especially those involved in human resources, handling personnel and industrial relations functions.

TRAINING METHODOLOGY

Lectures/Interactive Discussions

TRAINER'S PROFILE



Ms. Noor Aishah, holding a Bachelor of Laws from Universiti Teknologi MARA and a Master of Laws from Universiti Kebangsaan Malaysia, has been admitted as an Advocate and Solicitor in the High Court in Malaya.

Beginning her career in 2008, she has served as a deputy public prosecutor and legal adviser to government agencies and statutory/enforcement bodies. With extensive courtroom experience, Ms. Noor Aishah has handled diverse cases, including commercial crimes and corruption. In her role as a senior in-house counsel, she provides comprehensive legal advisory services, drafting legal documentations, overseeing all aspects of litigation, contractual disputes, workplace misconduct and matters related to collective agreements and trade unions.

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COURSE CONTENT

- What is misconduct
- Types of misconduct including absenteeism, malingering, abandonment of employment, late coming, sexual harassment etc;
- Issues of condonation
- Termination simpliciter
- Guidelines of conducting domestic inquiry
- Conducting proper investigations
- Gathering of evidence
- Drafting of Charges
- Drafting of Show Cause Letter
- Role of an Investigating Officer
- Role of Prosecution Officer
- Role of Minutes taker
- Principles in conducting fair domestic Inquiry
- Proportionality of punishment
- Mock DI

COURSE FEE

- MEF Members : RM1,500.00 per pax (inclusive of 8% SST)
- Non Members : RM1,600.00 per pax (inclusive of 8% SST)

PAYMENT

- HRDC Claimable Course
- Payable to:
 - Malaysian Employers Federation
 - Account No: 105280002422 – Affin Islamic Bank Berhad

REGISTRATION

- Date : 10 - 11 September 2024
- Venue : Anika Hotel, Kluang, Johor

REGISTRATION LINK :

<https://forms.office.com/r/01k1FReXZu>



REGISTRATION

- Date : 24 - 25 September 2024
- Venue : Hyatt Place, Paradigm Mall, Johor Bahru

REGISTRATION LINK :

<https://forms.office.com/r/iLLLeP216iv>

