

“HANDLING POOR PERFORMANCE EMPLOYEES” - STRATEGIES TO PREVENT COSTLY CONSEQUENCES

DATE : 20 MAY 2024

TIME : 9:00 am – 5:00 pm

VENUE : MEF Academy , PETALING JAYA

COURSE FEES : RM1000 / pax (including SST)

SCHEME CODE :

HRD Corp Claimable Courses :

Payable to MEF Academy Sdn Bhd



INTRODUCTION / OBJECTIVES

In order to effectively address poor or underperforming employees, a company must have a comprehensive Performance Improvement Plan (PIP) in place. Without a PIP in place, any purported action taken on the employees would simply be a sham and, naturally, will not be effective. PIP involves documenting problems and communicating those problems to employees. The effectiveness of a PIP relies heavily on documentation, which could deter frivolous lawsuits and complaints by employees against the company. Recent Court decisions show that non-compliance to the right approach of dealing with non-performer have resulted in costly financial consequences to employers.

The course will familiarize participants with a specialized approach for managing the three main categories of employees in a company: the A class, representing top employees; the B class, representing solid contributors; and the C class, representing underperformers, also known as driftwood or laggards.

The course focuses on equipping participants with both the principles and practical implementation of PIP in the workplace based on the requirements and guidelines prescribed by Court decisions.

COURSE OUTLINE

Module 1: Underperformers & PIP principles

- Who are the Non-Performers?
- Evaluation of Performance Data.
- Behavioural Approach in dealing with Poor Performers.
- Managing, Teaching, Coaching, Counselling & Mentoring.

Module 2: Practical Approach & Best Practices

- Case Law Discussion based on Recent Decisions
- Developing a Performance Improvement Plan Using a Template
- Formulating a Performance Improvement Plan (PIP) Agreement
- Adhering to a Performance Improvement Plan through Due Diligence
- Managing Underperforming Employees According to Seniority

TRAINING METHODOLOGY

- Lectures
- Group Discussions
- Role Play
- Case Review

WHO SHOULD ATTEND?

- Senior Managers
- Line Managers
- HR/IR Executives

PLEASE REGISTER USING THIS LINK :

<https://forms.office.com/r/WsN7Becb3f>

ENQUIRIES Pn Nazlina (nazlina@mef.org.my)
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TRAINER PROFILE



Dato' Hj Jalaldin Hussain, *Senior Principal – Industrial Relations*. Upon reading law at the University of Malaya (1978-1982) and upon graduation, he was appointed to the Anti-Corruption Agency as Deputy Public Prosecutor (DPP) and held various positions in the Judicial and Legal service among others : Legal Advisor to the State of Kelantan, Director General of Institut Latihan Kehakiman dan Perundangan (ILKAP), Deputy Head of Law Revision and Law Reform at the Attorney General Chamber and Chairman of Industrial Court, prior to joining MEF in June 2021. He has vast experiences in the field of industrial relations and human resource development and management and has adjudicated on numerous Industrial Court cases.