

WEBINAR SERIES: Handling Domestic Inquiry

7 August 2024, Wednesday

9.00am - 1.00pm

Speaker: MS SERENE YAP

Virtual

Course code: HR070824W1

Closing date: 5 August 2024



**4 CPD
HOURS**

Overview

Improper handling of Domestic Inquiry procedures can result in the Labour Court and the Industrial Court ruling in favour of employees and costly monetary compensation.

This programme is specially developed to provide awareness and refresher to all levels of staff to the effective and practical applications of the Domestic Inquiry process.

Course Objectives

By the end of this program, participants will be able to :-

- Understand the Disciplinary Procedures and to apply them effectively
- Handle Domestic Inquiry the Right way and independently

Specific Target Market

- Human Resource Managers / Executives / Supervisors / Officers
- Heads of Departments / Line Managers / Branch Managers / Outlet Managers
- Supervisors / Team Leaders
- Employers

Methodology

- Interactive Presentation
- Industrial Court Case Studies and Analysis
- Quizzes
- Questions & Answers

About the trainer: MS SERENE YAP

Serene greatest passion is to share her knowledge and insights to maintaining and increasing the professionalism and competencies of an Organization's Human Assets and to the HR Community. Her hands-on experience in the corporate world has enabled her to impart her knowledge based not only on theory but also based on her own vast working experiences which ensure that you or your employees are able to relate better and able to apply the knowledge and skills to your workplace, immediately and effectively.

Serene Yap, a Human Resource Trainer and Consultant has been enthusiastically involved in all aspects of human capital development for more than 20 years. Serene holds an MBA in General Management, a certified NLP Practitioner by ISNS and a HRD Corp accredited Trainer. Her industry exposure includes property development and management, retail, hospitality, manufacturing, oil and gas, construction sector and consultancy services. During her professional career and as a trainer and consultant, many employees have attained great personal successes in their careers through her guidance, mentoring and coaching. In a similar manner, Serene envisioned to translate her KSA to enhance the competencies and professionalism of the HR Community.

Over the years, **Serene** has developed and conducted many programs, some of which include Payroll Management, Applications of Employment Act, Sabah Labour Ordinance and Sarawak Labour Ordinance, Industrial Relations and Domestic Inquiry, Employment Laws in HR and Termination Procedures, Essential Competencies for Effective HRM, Critical HR Skills for Non-HR Managers, Behavioral-based Interview, Managing Performance, Absenteeism and Misconduct, Developing Effective HR Policies and Employee Handbook, Handling Employee Performance and Misconduct, Termination without Violating the Law, HR & IR Documentations and Procedures, Employment Laws and Documentations in HR, etc

Course outlines

Disciplinary Procedures

- What is Misconduct
- Analyzing and Types of Misconduct
- Establishing the Level of Severity
- Permitted Disciplinary Process and Procedures
 - Counseling
 - Show Cause
 - Warning
 - Domestic Inquiry
 - Permitted Punishment

Due Inquiry under the Employment Act 1955 and Industrial Relations Act 1967

- Principles of Natural Justice
- Application of Natural Justice in Domestic Inquiry
- Is Suspension necessary ??
- Employment Act 1955, Section 14 (1) & (2)
 - Due Inquiry and Suspension

Domestic Inquiry (DI)

- Why need to conduct Domestic Inquiry
- Prepare & Draft Charges and Notice of DI
- Role of Various Parties at An Inquiry
- Domestic Inquiry Process flowchart
- Can DI be conducted online?
- Setting and Seating arrangement and implications
- Meting Out Correct Punishment and Mitigation
- Domestic Inquiry Report
- Domestic Inquiry Outcome
- Dismissal Letter

WEBINAR FEE

| Category | Early Bird Fee per person (RM) (applicable for participant who register and pay before 24/7/2024) | Normal Fee per person (RM) | Group Fee per person (RM)* (For 3 or more registrations from the same organization) |
|--|--|----------------------------|--|
| MAICSA Member/ Affiliate/Graduate/Student | 290 | 340 | 310 |
| Non member | 440 | 490 | 460 |
| Retired MAICSA member | 170 | 170 | 170 |
| MAICSA Member's staff*** | 400 | 400 | 400 |

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Tel: **03-2282 9276 (ext 804)**

Attention: Ms Shafika

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Company Registration: Full payment shall be made 7 days **BEFORE** the webinar.

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
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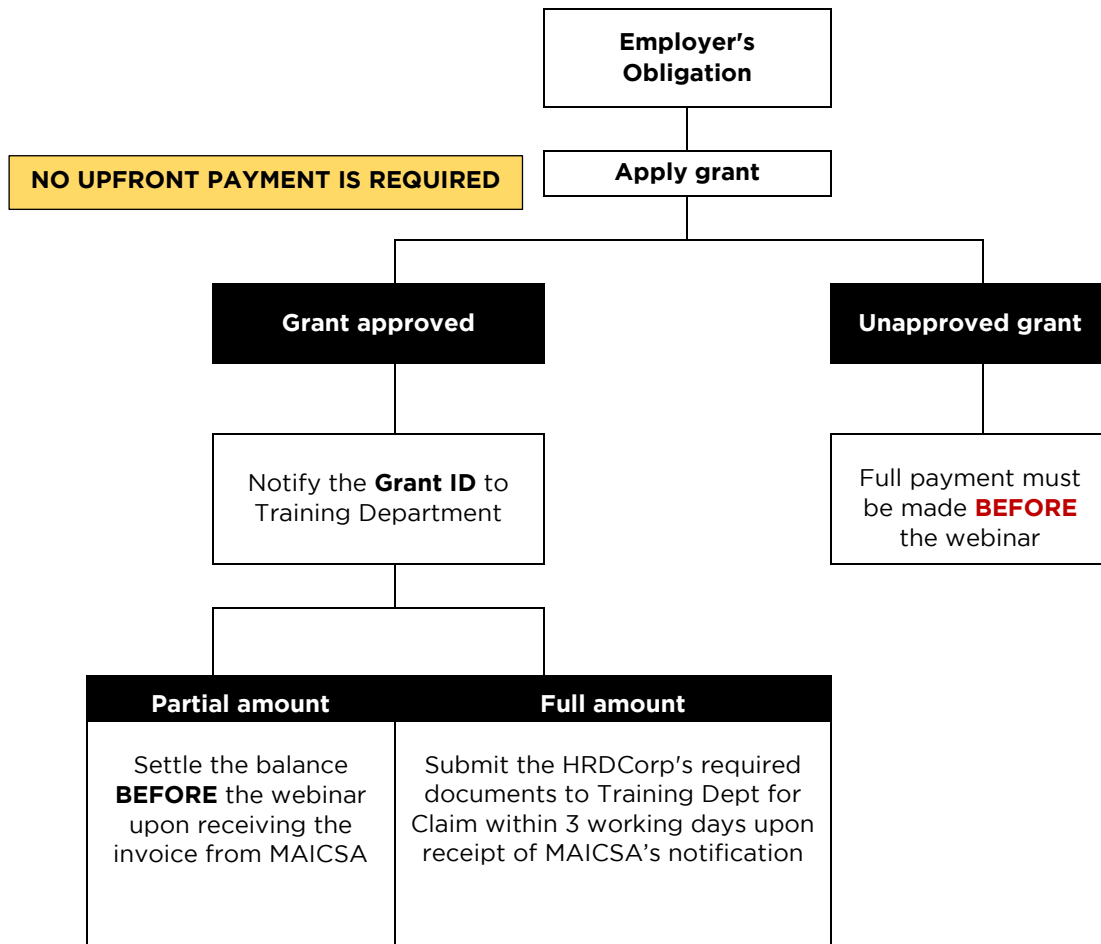
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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