



MB /07/24
April 12, 2024

FMM MALACCA SEMINAR ON "MANAGING MISCONDUCT AND DOMESTIC INQUIRY"



July 16 & 17, 2024 (Tues - Wed)



9.00am - 5.00pm



DoubleTree By Hilton Melaka

Objectives

- Know the right of employers and employees
- Identified the different types of misconduct and take the appropriate actions.
- Understand the different and the important of discipline procedure in work place.
- Explain in practical approach on discipline procedure and domestic inquiry.
- Provide details explanation on appointment and roles of investigation officers, prosecutors and panel members.

WHO SHOULD ATTEND

Senior Managers, Managers, Head of Department, Human Resource Support Staff & anyone who has human resource functional responsibility and supervisors

PARTICIPATION FEE

MEMBERS

RM1404.00 per pax

NON -MEMBERS

RM1620.00 per pax

(Fee includes 8% SST, Course Materials and Certificate of Attendance)

SBL-KHAS Approval No: 10001405517

DATE/TIME/VENUE

Date: July 16-17, 2024 (Tues - Wed)

Time: 9.00am - 5.00pm

Venue: DoubleTree by Hilton Melaka

PROGRAMME OUTLINE

DAY 1

- 0830 Registration
- 0900 Part 1: Managing Misconduct - The Rights To Manage And Handle Employees
- The Needs of Discipline in the Organization
 - Master & Servant Relationship
 - To Form Positive Attitude with Self-Discipline or Enforce Discipline
- 0945 Morning Teabreak
- 1015 Part 1: Managing Misconduct - Misconduct
- Definition
 - Types of Misconduct
 - Category of Misconduct
 - Forgiveness / Condone
- What is the natural Justice and Substantive Justice?
- 1230 Lunch
- 1330 Part 2: Industrial Court Cases
- Theft
 - Insubordination
 - Harassment / Sexual Harassment
 - Threaten
 - Excessive Medical Leave
 - Negligent / Carelessness
- 1500 Afternoon Teabreak
- 1530 PART 3: Domestic Inquiry Procedures (DI) - Investigation On Complaint Of Misconduct
- What is DI and the Needs for a DI
 - Unwarranted Dismissal - Termination Simpliciter
 - Natural Justice – Rights to be Heard and Entitled to a Fair Hearing
 - Purpose of Setting Up the Independent DI Board
- 1700 End of Day 1

DAY 2

- 0900 PART 3: Domestic Inquiry Procedures (DI)
- Roles And Responsibilities Of Managers, Executives And Supervisor In Handling Complain Of Misconduct
 - Step By Step Guidance On How To Write The Charges
- 0945 Morning Teabreak
- 1015 PART 3: Domestic Inquiry Procedures (DI)
- Step By Step Guidance On How To Draft Notice Of Domestic Inquiry
 - Essential Criteria And Function Of Prosecutors And Panel Members
- 1230 Lunch
- 1330 PART 4: Domestic Inquiry Proper
- The Roles And Function Of The Panel in Domestic Inquiry
 - Procedure Of Domestic Inquiry
 - Facts Of DI – What is the remedy in the Domestic Inquiry And How to Decide the Verdict
- 1500 Afternoon Teabreak
- 1530 PART 4: Domestic Inquiry Proper
- Domestic Inquiry Notes – Step By Step Guidance On how to record the note of DI
 - Punishment and appeal for lighter punishment
- PART 5: Assessment Activity
- Role Play Mock Domestic Inquiry
 - Case Study
- 1700 End of Programme

SPEAKER PROFILE

SURAIYA CH'NG ABDULLAH is currently the Director, Department of Industrial Relations Selangor. She graduated with a Bachelor of Arts (Southeast Asia Studies) from the University of Malaya and has 29 years of experience in the field of Human Resources Management and Labour Laws. She is an experienced trainer in the subject matter as she is a hands-on practitioner. Many cases that she shared with her participants are often real-life examples and solutions that she had encountered during her career as an Assistant Director, Principle Assistant Director, State Director and Deputy Director, Labour Standards Division, Department of Labour Peninsular Malaysia, Putrajaya.

FOR SBL-KHAS SCHEME

Attendance of 100% is a MUST. In any case, Employers will be billed in full. SBL-KHAS Grant Approval MUST be forwarded to FMM Malacca Branch at least **3 DAYS BEFORE** the seminar.

REGISTRATION AND REFUND POLICY

Attendance is by prior registration only. Completed Registration forms must be returned to FMM Malacca Branch by **July 9, 2024**.

PAYMENT

Can be made via e-Payment (EFT) or Cheque in favour of 'FEDERATION OF MALAYSIAN MANUFACTURERS' & crossed 'Account Payee Only' should be forwarded to FMM Malacca Branch.

CANCELLATION

Must be in writing with reasons. For cancellation 7 working days - no charges. 3-6 working days - 50% payment. Less than 3 working days - Full payment and for 'No Show' - Participants will be billed accordingly. **Replacements** are accepted at no additional cost.

FMM Malacca Branch reserves the right to **cancel or reschedule** the programme and all efforts will be taken to inform participants of any changes.

For **REGISTRATION** or **ANY ENQUIRIES**, please contact:

Chloe Leong (email: bing_yee@fmm.org.my) / Yvonne Gan (email: siew_kim@fmm.org.my)

REGISTRATION FORM



FMM Malacca Seminar on Managing Misconduct And Domestic Inquiry
July 16 & 17, 2024 (Tues-Wed)



9.00am - 5.00pm



DoubleTree by Hilton Melaka

Attn: FMM Malacca Branch

Please register the following participant(s) for the above programme.

No	Name	Designation	NRIC Number	Email	H/P No.
1.					
2.					
3.					

(Please attach a separate list if space is insufficient)

☐

I require Vegetarian meals.

☐

We will be claiming under the SBL-Khas Scheme (MyCOID: 007907X_MELAKA) but **Full Payment** would be made to **Federation of Malaysian Manufacturers** in the event that there are no disbursement from HRD CORP under any circumstances.

☐

We **WILL NOT BE CLAIMING** under the SBL-KHAS Scheme. We Will be **PAYING the Full Course Fees** as Invoiced.

Submitted by:

Name : _____ Designation: _____

Company : _____ FMM Membership No. : _____

Address : _____

Email : _____ Fax: _____ Tel: _____