



## HOW TO CONDUCT A DOMESTIC INQUIRY EFFECTIVELY

### COURSE MODULES

- Misconduct at Work
- How the process of a Domestic Inquiry works
- Conducting the actual Domestic Inquiry
- Case Study
- Role Play



### *How to Conduct A Domestic Inquiry Effectively*



One of the functions of all Heads of Departments or any one who has subordinate(s) is to manage the human resource. Dealing with difficult employees required more than just patient and understanding. You need to acquire the skills and knowledge to handle the employees with fair and just action.

This one day workshop on How to conduct a Domestic Inquiry Effectively will equip you with the knowledge and skills to handle your subordinates correctly before you decide on any termination decision.

### LEARNING OBJECTIVES

At the end of the programme participants are able to:

- know how to apply proper disciplinary action when a misconduct happen
- conduct a proper Domestic Inquiry
- understand the responsibility of the prosecutor, investigating officers and panel members in Domestic Inquiry
- have a good understanding of the right of the employers and employees
- provide detail explanation on appointment and roles of investigation officers, prosecutors and penal members

### TARGETED AUDIENCE

- HR Directors
- HR Managers
- Industrial Relations Officers
- Managers
- Executives
- Heads of Departments

### METHODOLOGY

- Short lecture, Group discussion and Mock Domestic Inquiry

### TRAINER PROFILE : Mr. Brian Wee Lai Han

**Qualifications:-** MBA (Heriot Watt University, U.K.), Dip. In Personal Management, CHRP, Member of MIHRM,  
**EXPERIENCE :**

Brian Wee brings with him more than 15 years of working experience in Human Resource of large manufacturing companies. He is a Resource Training person for Malaysian Institute of Personnel Management (MIPM), Malaysian Institute of Purchasing and Material Management, UBS Commercial Institute, Open University Malaysia, Asia e University and UTM Space Executive Diploma Programs and others. He started off his career in 1980 as a Senior Officer with the Ministry of Information where he stayed for 15 years and gained extensive management experience. Later he moved to a Japanese based company where he was in charge of all spectrums of Human Resource functions. During that time, he acquired some Japanese management skills such as Kaizen, Zero Defect, JIT, Quality Control, Quality Assurance, ISO QMS and EMS Awareness Program and many others.



CLAIMABLE

No.14-1B, Jalan Pahat H15/H, Dataran Otomobil, Seksyen 15, 40200 Shah Alam, Selangor, Malaysia.  
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**REGISTRATION FORM (HRDF Claimable)**  
**HOW TO CONDUCT A DOMESTIC INQUIRY**  
**EFFECTIVELY**

**PARTICIPANTS' DETAILS**

Participant 1 Full name as per I/C

Designation Contact Number

Email Address Vegetarian Meal

YES / NO

Participant 2 Full name as per I/C

Designation Contact Number

Email Address Vegetarian Meal

YES / NO

Participant 3 Full name as per I/C

Designation Contact Number

Email Address Vegetarian Meal

YES / NO

**ORGANISATION DETAILS**

Organisation :

Contact Person : Mobile Number:

Address :

Email : Fax :

**PAYMENT DETAILS : Cheque / Direct Credit**

Bank & Cheque No.

Amount :

Please make payment to :

**WANFAH PROSPER PLT**

ACCOUNTS NUMBER : 3812930508

BANK : **Public Bank Berhad**



Normal Price : **RM1,078**

Early Bird (15 days before event) : **RM 958**

Group Fee (>2 participants) : **RM 838**

Fee includes course materials, lunch and 2 tea

breaks per day.

Claiming HRDF Levy?

YES / NO

Date : \_\_\_\_\_ (Pls check our  
website <https://wanfahprosper.com/latest-events/> )

Place : **Dorsett Grand Subang, Subang Jaya, Selangor Darul  
Ehsan, Malaysia**

Contact : **Cik Nor / Puan Nasifah / Mr. Tan**

Tel : **+60355231819**

WhatsApp : **+60162634929**

Email : **[sales@wanfahprosper.com](mailto:sales@wanfahprosper.com)**

**CANCELLATION / TRANSFER**

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

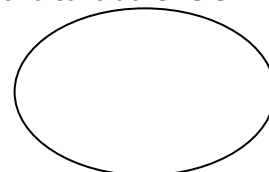
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

**DATA PROTECTION**

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

**DISCLAIMER**

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.



Authorise Signatory

Organisation stamp