



## Handling Misconduct with Effective Disciplinary Management and Domestic Inquiry

(HRD Corp Programme Number : 10001679471)

### COURSE MODULES

- Introduction to Employee Grievances
- Legal Framework and Compliance
- Type of Misconduct
- Differentiation of Harassment
- Disciplinary & Dismissal
- Domestic Inquiry in Malaysian Contents
- Handling Disciplinary Hearing
- Mock Session of Domestic Inquiry and Conclusion

### Handling Misconduct with Effective Disciplinary Management and Domestic Inquiry

**Effective Disciplinary Management**

- Consistent Policy Application
- Fair & Graduated Sanctions
- Maintaining High Conduct Standards

**The Domestic Inquiry Process**

- Independent Investigation
- Right to be Heard
- Procedural Due Diligence

T: +60351663399 E: sales@wanfahprosper.com WA: +601159403399

Disciplinary action is sometimes necessary so that employees who infringe on

workplace rules recognise personal and team accountabilities, which would groom them into true professionals. Grievance handling and disciplinary actions are both challenging aspects of people management, but it has got to be done when the need arises.

Improper handling of misconduct and domestic inquiry can result in the Industrial Court ruling in favour of the employee and subsequently leading to costly monetary compensation by the employer.

This course provides participants with the knowledge and skills necessary to effectively handle employee grievances, administer discipline, and conduct terminations in a fair, legal, and respectful manner. Furthermore, participants able to know the method of framing proper DI charges and effectively conducting internal DI in accordance with the requirements of Malaysian employment laws. Through a combination of lectures, case studies, role-playing exercises, and discussions, participants will learn practical strategies for resolving conflicts, addressing performance issues, and navigating termination procedures.

### LEARNING OBJECTIVES

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

1. Enhance people managing skill to handle grievance and disciplinary actions.
2. Understand the legal framework governing employee grievances, discipline, and termination.
3. Navigate the termination process while minimizing legal risks and preserving employee dignity.
4. Learn to draft proper charges with the material particulars.
5. Understand the role played by the various players in the domestic inquiry process.

### TARGETED AUDIENCE

1. Leaders and Managers
2. HR personnel
3. Industrial Relations Executives
4. Executives / Secretaries
5. Supervisory Staff
6. Employee Intending to specialize in Human Resources

### TRAINER PROFILE : Ms. Song Xiu Hui (Camen)

**Qualifications:-** Bachelor Degree of Business (Hons) Hotel Management (UMS), Member of MIHRM and SHRM, DISC Facilitator

**EXPERIENCE :** Camen, is a highly experienced Human Resources Practitioner and a dedicated professional with over 10 years of experience in coaching and facilitating , driven by a passion for Personal Development, Leadership, and Human Resources Management.

Camen's expertise spans a wide array of human capital development and compliance areas:

- **Employment Act & Labour Legislation**
- **Human Resources Management & Compliance**
- **Performance & Discipline**
- **Leadership & Team Development**
- **Corporate Social Responsibility (CSR)**
- **Business Communication**





**REGISTRATION FORM (HRD Corp Claimable)**  
 Handling Misconduct with Effective Disciplinary  
 Management and Domestic Inquiry (HRD Corp Programme  
 Number : 10001679471)



**PARTICIPANTS' DETAILS**

Participant 1 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal  
 YES / NO

Participant 2 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal  
 YES / NO

Participant 3 Full name and 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 Islamic Bank Berhad



**FEE PAYABLE PER PARTICIPANT :**

Normal Price : RM2,518  
 Early Bird (15 days before event) : RM2,298  
 Group Fee (>2 participants) : RM2,078  
 Fee includes course materials, lunch and 2 tea breaks per day.  
 Claiming HRDF Levy? YES / NO

Date and Venue : \_\_\_\_\_

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

Contact : Cik Nor / Puan Nasifah / Mr. Tan  
 Tel : +603-51663399 / +60104403399  
 WhatsApp : +601159403399 / +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 :

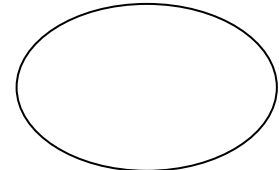
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a 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