HANDLING DISCIPLINE AND DOMESTIC INQUIRY (INVESTIGATION, DOMESTIC INQUIRY AND PROSECUTION)

This is a basic two days training to aware participants on the requirements of FSSC, to support and upgrade the existing food safety system. Topics such as how to maintain a clean environment within the factory, knowing the right design and layout for the production floor, easy to clean surface of equipment and utensils, how to ensure workers personal hygiene, chemical control, pest control, how to ensure proper storage and distribution of raw materials and finished products, supplier monitoring and control, how to handle product recall, how to maintain product traceability and customer complaint.

Course Objectives

- Explain in practical approach on disciple procedure and domestic inquiry
- Provide detail explanation on appointment and roles of investigation officers, prosecutors and penal members
- Ensure all participants to participate actively in carrying out proper investigation and handling proper domestic inquiry after the program.
- Understand the different the important of discipline procedure in work place
- Know how to apply the disciplinary action when a misconduct happen in their workplace or section.
- Know better the right of employers and employees
- Understanding the responsibility as a prosecutor or panel member in DI
- Know how to conduct a proper Domestic Inquiry

Course Details

Trainer: Francis Hirudayaraj
Date: 16-17 Feb 2017 (2 days)
Venue: Amcorp Mall, Petaling Jaya
Scheme: PSMB - SBL KHAS

Individual Price
RM1, 350 per pax (exclusive 6% GST)

Group Discount (3pax and above)
RM1, 200 per pax (exclusive 6% GST)
Early Bird Price (Before 20 Jan’17)
RM1, 147.50 per pax (exclusive 6% GST)

Who’s Suitable for this?
Senior Managers, Managers, Head of Department, Human Resource Support Staff & anyone who has human resource functional responsibility.

EARLY BIRD DISCOUNT
Get 15% off if you sign up before 20 Jan 2017
Course Outline

MODULE 1 - EMPLOYMENT ACT 1955
- Briefing on employment act
  - In relation to termination, dismissal, etc.
  - Brief of contract, etc.

MODULE 2 - GROUND OF DISMISSAL

MODULE 3 - INDUSTRIAL RELATIONS ACT 1967

MODULE 4 - DISCIPLINE AND MISCONDUCT
- The needs of discipline in the organization
- Employee – employer / trade
- Solving problems together
- Understanding system, policy, rules and discipline
- Purpose
  - Forming Positive Attitude
  - Achieving High Performance
  - Obeying the System, Policy, Rules and Laws
- Natural Justice
- Misconduct
  - Definition
  - Type of Misconducts
  - Industrial Court Cases for Misconducts
  - Forgiveness
- Types of Dismissals
- Principles of Natural Justice
- Types of Punishment

MODULE 5 - DOMESTIC INQUIRY
- Responsibility
- Receiving Report or Complaint of Misconduct
- Importance details to be taken when received the reports or complaint
- Investigation on the report or complaint of misconduct
- Investigation further
- Detail of witnesses
- Collection of evidences
- Charges
- Notice of inquiry
- Prosecuting Officer
- Preparation prior to DI
- Duty of prosecuting officer
- Appointment of panel member
- Criteria to be a panel member
- Function of the Panel in DI
  - Role prior to the trial
  - Role during the inquiry / trial
  - Role after the inquiry / trial
  - The Trial
  - Upon Completion of DI
  - Procedure of DI
    - Investigation
    - Procedures to be follows during DI
    - If Accused Plead Guilty
    - If Accused Plead Not Guilty
    - If Accused is not represented
    - If Accused is represented
    - Things to avoid during the investigation / trial
    - Recording the trial
- Facts
- Investigation Notes – Title

MODULE 6 - RIGHTS TO MANAGE AND HANDLE EMPLOYEES
- Three types of misconduct
- Category of misconduct
- Condone
- What is Domestic Inquiry?
- Activity - Role Play
  - Discussion / case study
  - Mock domestic inquiry.

Day 1 and Day 2 Timing
Class Time: 0900 – 1700
Break: 1015 – 1030 / 1515 – 1530
Lunch: 1300 – 1400

Methodology
This program is essentially participative. There will be group interaction and lectures and role play.
Mr. Francis Arul is a graduate from the University of Malaya. Since graduating, he has worked in both the public and private sector having attained hands-on experience in all aspects of management. He has spent the last 20 years attached to the National Productivity Corporation (NPC). He specialised in all areas of management including human resource and Industrial Relations. He left NPC as the Head of the Management Development Department. While with NPC, he had developed a wide range of management programs for numerous companies and these programs were tailored to suit the special requirements of the organisations.

He has in the course of his duties with NPC, attended and acquired Diplomas and Certificates in Management from countries such as Japan, Philippines, India, United Kingdom, Hague (Holland), West Germany and Sweden. Recently, he was one of the delegations of five persons under UNDP for understudying Organisation Behaviour and the Management Systems in Germany, Holland and Sweden. Their recommendations were submitted to the Ministry of Human Resources.

Francis has more than 20 years of experience as a trainer and consultant, and is associated with a number of companies as their trainer cum consultant. Besides, he is also one of the panels of various companies as their consultant and provides advisory services on all aspects of human resource management and industrial relations.

Francis is also connected with various institutions and conducts the MBA, BBBA and DIMP programs for MIM (Malaysian Institute of Management), the Diploma in Human Resource program for the University of Malaya and public programs for Malaysian Institute of Training and Development (MITD).

His expertise and service is so recognised that he was awarded with the “Training Resource Person of the Year” by MIM for consistent excellent evaluations in the training programs conducted. Over the years, he has researched and presented various papers for both national and international forums on Human Resource Management and Industrial Relations. Some of the countries he has presented papers include Japan, India, Iran and Indonesia.

He provides consultancy services on a project basis on Human Resource issues and problems. In addition, he also gives advisory services on a “retainer basis” to a wide range of companies in the country. Overall, Francis has for the past 20 years had been a commanding presence in the field of resource development, specialising in management and supervisory-level programs.