INTRODUCTION
Employees are the most important asset of an organization because they spearhead the organization’s success or failure. Having a disciplined workforce is a critical success factor for higher productivity and meeting organizational goals and objectives including its effectiveness. Therefore, it becomes imperative for employers to know how to identify misconduct, frame charges of misconduct and hold a proper domestic inquiry. Dismissal of an employee must withstand the scrutiny of the Industrial Court and therefore it is essential that a proper domestic inquiry is held before dismissals are contemplated. An unjust dismissal can result in the payment of large amounts of back wages and compensation in-lieu of reinstatement.

OBJECTIVES
Upon completion of this training participants will be able to:-
- Understand the different types of misconducts
- Differentiate between minor and major misconducts
- Prosecute effectively in a Domestic Inquiry
- Adduce evidence at the inquiry
- Learn how to draft effective charges
- Learn the role of the Board of Inquiry members
- Learn the principles of Punishment

TARGET GROUP
Managers, Executives, Officers and Supervisors who wants to enhance their knowledge on various types of misconducts and domestic inquiry

METHODOLOGY
Lecture, LCD presentations, use of flip charts, discussion, mock domestic inquiry, etc.

INVESTMENT FEES
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<td>RM 720 / pax* (for 3 or more registration from same company)</td>
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(Fees include refreshment, lunch, training handouts & certificate of attendance)

PROGRAMME OUTLINE
What Constitutes Misconduct
- Meaning of misconduct and the categories of misconduct
- Types of misconducts
- Company’s right to classify misconducts
- Criminal offences committed in company premise
- Misconducts committed “within” and “outside” employment

Investigating Offences
- Appointing the Investigation Officer
- Role of Investigation Officer
- Interviewing witnesses and the taking of statements
- Investigation Officer’s Report and Recommendations
- Condonation and its legal effect

Letter of Allegation and Suspension
- Letter of Allegation and Charges
- Service of Letter of Allegation
- Letter of Explanation From Workman
- Suspension Pending Inquiry

Domestic Inquiry
- DI procedures and the law
- Principles of Natural Justice
- Selection of Board of Inquiry Members
- Role of Inquiry Panel
- Role of the Prosecutor
- Role of the Investigation Officer at DI
- Adducing evidence both oral and documentary
- Role of the accused employee
- Recording the proceedings
- Findings and Inquiry Report
- Mitigation Plea by the employee found guilty
- Types of Punishment
- Appeal Procedures

Decisions of the Courts
- Decided case laws of the Industrial Court and judicial courts for discussion

Mock Domestic Inquiry
- Participants to participate in a mock domestic inquiry

✓ Goody Bag
✓ Welcome Door Gift
✓ Exclusive Note Pad
✓ & more.....
CANCELLATION & PAYMENT PROCEDURE

- Please register online at achievertac.weebly.com OR fax the form to: (03)-8723 2676
- Cheque with correct payment made in favour of “ACHIEVER TRAINING AND CONSULTANCY”, must be forwarded to us before or on the program date OR
- Payment by cash needs to be banked-in before the program date & bank-in slip to be faxed to us OR
- Walk-in participants must pay cash on the program day.

CANCELLATION PROCEDURES

- ANY CANCELLATION OF REGISTRATION SHOULD BE IN WRITING TO US
- Cancellation within 3 days prior to the program - no refund * Cancellation between 4 - 5 day - 50% refund * Cancellation 6 days prior to the program - full refund

~ REPLACEMENT IS ACCEPTABLE WITH NO ADDITIONAL COST ~

Mr Alfred Charles has extensive experience in the area of Industrial Relations, Human Resource Management and Safety Management. He has seen service in trading, service and manufacturing. Alfred has served as a panel member of the Industrial Court for two terms from 1976/1977 and 1978/1979. During the 20 years in the private sector he has handled various types of disciplinary cases and conducted numerous domestic inquiries. He has also negotiated collective agreements with national Unions. He has served as Honorary Secretary of the Malaysian Institute of Personnel Management from 1992 - 1994. He was the General Manager - Group Human Resources in a public listed company until December 1996. Alfred authored the Malaysian Employers Legal Guide for CCH (Singapore) Pte Ltd. This guide was released to the market in February 2000. He is currently the Contributing Editor for CCH guide entitled “The Hands On Guide HR Manager. He served as the Vice President - Business Advisory of the Malaysian Institute of Human Resource Management from July 2000 to July 2002. Currently he is the Managing Consultant to a Consultation Company.

REGISTRATION FORM

MISCONDUCT AND CONDUCTING PROPER DOMESTIC INQUIRY
26 & 27 September 2011 / 9.00am – 5.00pm / Royale Bintang Hotel, Seremban, Negeri Sembilan

To: ACHIEVER TRAINING AND CONSULTANCY (HOTLINE: 1-700-808-202 / +6.016.6642 562, Fax: 03-8723 2676, Email: achiever@asia.com)

Dear Sir/Madam,

Please register the following participant(s) from our organization:

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Registered By:

Name: ___________________________ Designation: ___________________________

Company Name: ___________________________

Address: ________________________________________________________________

Tel: __________________ Fax: __________________ Email: __________________

Head Office: Suite 33-01, 33rd Floor, Menara Keck Seng, 203 Jalan Bukit Bintang, 55100 Kuala Lumpur

Branch Office: 100, Jalan Kesuma 1/12, Bandar Tasik Kesuma, 43700 Beranang, Selangor Darul Ehsan

Tel: 1-700-808-202 / +6.016.6642 562 Fax: +6.03.8723 2676 Email: achiever@asia.com / achievertac@gmail.com