

EMPLOYMENT ACT 1955 AND DOMESTIC INQUIRY : APPLICATIONS AND IMPLICATIONS



COURSE OVERVIEW

It is imperative for employers, through its Management staff, Human Resources and Industrial Relations personnel, Line Managers and Supervisors as well as anyone involved in Payroll and Benefits Computations and Employees Supervision, to be aware and thoroughly understand the interpretations of the Labour Laws. Employees' discipline is no longer a simple task. Today, employer-employees relationship has become complex, governed by various legislations which need to be understood and which employers must conduct their employees relationship within the parameters. Improper implementations of Employment Act and other legislations, and improper handling of Domestic Inquiry procedures can result in the Labour Court and the Industrial Court ruling in favour of employees and costly monetary compensation.

COURSE OBJECTIVES

- Identify and complying with the relevant Labour Act/legislations
- Know how to avoid 'breaching' the labour legislations and employees' contracts
- Know how to handle grievances and investigate misconduct
- Understand the importance of discipline and its correlation with employees motivation
- Know how to conduct Domestic Inquiry and justify recommendations
- Identify the loopholes open to employees
- Protect your company's integrity

TARGET AUDIENCE

HR Practitioners
Office Managers/Administrators
General Affairs Managers/Executives
Line Managers/Supervisors
Business Owners
Personal Assistants
All personnel involved in handling human resources matters, affairs and welfare

COURSE OUTLINE

- Module 1: Introduction
- Module 2: Employment Act 1955
- Module 3: Case Studies and Q&A
- Module 4: Domestic Inquiry
- Module 5: Role-Play and Case Studies
- Module 6: Reflective Group Discussion and Q&A

COMFORI SDN BHD

E-02-03, East Wing, Subang Square Business Centre
Jalan SS15/4G, 47500 Subang Jaya, Selangor Malaysia

If you have any enquiries,
please call us at **03-56213630** OR email to **info@comfori.com**



SBL CLAIMABLE