

HANDLING THE NON-PERFORMERS & DISMISSAL IN ORGANISATION



INTRODUCTION

This is a very comprehensive and systematic hands-on program A-Z with the sole aim of ensuring that the participants are fully competent in handling the entire disciplinary process, from Stage 1 of counseling to rehabilitate the employee; to Stage 2 of issuing warnings and taking minor disciplinary action; to Stage 3 investigating, drafting the charge sheet and conducting the Domestic Inquiry; and then to Stage 4 of deciding on the appropriate major disciplinary action.

To have a well-rounded view of the industrial relations process, the program exposes the participants to precedents set by the Industrial Court so that they know how the court decides.

OBJECTIVES

At the end of the program, participants should be able to:

- Identify poor or non-performance for disciplinary action
- Develop counseling skills
- Write appropriate 'disciplinary' letter
- Conduct a professional Domestic Inquiry
- Ask appropriate questions at the domestic inquiry
- Write professional minute of domestic inquiry; and other reports
- Decide on the proper disciplinary action for poor or bad performance

WHO SHOULD ATTEND?

Managers, Executives, Supervisors

COURSE OUTLINE

- What is natural justice?
- The Code of Industrial Harmony
- Identifying poor or bad performance
- How to counsel for poor performance

- Issuing cautions and drafting warning Letters
- Investigation and drafting the charge-sheet
- Suspending employees



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