

DOMESTIC INQUIRY DOCUMENTATION AND PROCEDURES



INTRODUCTION

This module is designed to provide participants with the knowledge and ability to draft management letters, craft effective questions, write accurately the statements by witnesses and accused persons, and prepare the Notice of Inquiry. At the end of the program, participants will also be able to write concise Domestic Inquiry reports. The conduct of a PROPER Domestic Inquiry is a vital component in DISCIPLINARY MANAGEMENT, particularly in instances of gross misconduct. Often, Domestic Inquiry procedure is compromised by weak and/or ineffective documentation.

OBJECTIVES

- Better understanding the basic principle of disciplinary procedures, the requirement of domestic inquiries prior to dismissal and the Law of evident in an inquiry
- Properly conduct investigation and domestic inquiries in accordance with the Principle of Natural Justice
- Justify the merits of bringing an employee before a Domestic Inquires
- Prepare better summation of the company's case
- Avoid unnecessary legal suits
- Effectively handle issues and problems arising from employment

WHO SHOULD ATTEND?

Human Resource Practitioners, Managers, Supervisors and Executives.

COURSE OUTLINE

- The Importance of Disciplinary Procedure
- Defining Misconduct
- Preliminary Inquiry

- Preparation for a Domestic Inquiry
- Holding a Domestic Inquiry
- After the Domestic Inquiry



If you have any enquiries, please contact
+60 (3) 56213630 or
email: info@comfori.com

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