

INVESTIGATING TECHNIQUES FOR MISCONDUCT AT WORKPLACE



PD PRACTICAL DOCTRINAS
training and consulting

Hotel Pullman Kuala Lumpur Bangsar
7 - 8 August 2023

Many companies, in addition to codes of ethics and conduct, have found it necessary to create Investigating Technique to assist employees from various corporate backgrounds – law, human resources, audit, finance, etc. – to conduct workplace investigations effectively.

In the current business environment, how companies investigate potential misconduct can affect that company's reputation almost as much as the alleged conduct itself. Consistent principles and procedures of Investigative Techniques must be followed whenever allegations of misconduct are investigated.

These 2 days training on Investigating Techniques gives you information, step-by-step guidance and practical investigation activity on how to handle a workplace investigation effectively. It is true that every workplace investigation will have unique issues, circumstances, dimensions, challenges and outcomes. But an investigation can cause serious harm if it is not conducted properly.

Following Investigating Techniques ensures that each of our investigations is conducted in a professionally consistent manner and will yield the best results.

COURSE CONTENT

Objectives

- To be able to conduct workplace investigations effectively
- To be able to collect crucial evidences
- To be able to interview witnesses effectively
- To be able to write investigations report

Who Should Attend

HR Managers, IR Manager, Security Manager, HR Staff, Directors, Managers, Executives, Officers, Supervisors

Course Fees: RM1,850.00 per person

Register at



<https://tinyurl.com/pd9ss9b3>

Methodology

Interactive lectures, brainstorming, practical activity and review of court awards



Exploring Various Misconducts
Importance of Investigations
Reporting Misconduct at Workplace
Interviewing the Complainer
Collecting Evidences
Interviewing Witnesses
Interviewing the Alleged Employee
Writing Investigations Report
Adverse Inference
Reading Body Language
Need for Show Cause Letter
Need for Suspension
Framing Charges
Disciplinary Actions
Reviewing of Court Awards
Practical Investigations Activity

CONTACT US

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PRACTICAL DOCTRINAS PLT

No: 56, Lorong 2/SS8, Bandar Tasek Mutiara,
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Payment:

Payment by cheque or bank draft made in favour of "PRACTICAL DOCTRINAS PLT" or Bank in to our CIMB Bank A/C No: 8009071766 and send us the bank-in / transaction slip.

Participation under the HRD Corp claimable course, the total fee will remain payable by the participant or the participant's company in the event for whatever reason, the claim made by Practical Doctrinas PLT is unsuccessful or rejected by HRD Corporation. Participant must ensure completing 75% attendance.



Dave Munish
Master of Human Resource Management, Hons
Bachelor of Economics, Hons (UKM)
PSMB/HRDF Certified Trainer
Certified HACCP Trainer

Dave is a human resource practitioner with over 20 years of experience. He had served reputable local companies and MNCs upon graduating from National University of Malaysia (UKM). He had been appointed as Industrial Court Panel and SOCSO Appellate Board Panel by the Ministry of Human Resource where he had sat for hearing on trade disputes.

Dave has been training for the past 20 years and he specializes in employment laws, industrial relations and human resource management which are his expertise field. He is well known for designing practical training program that improves organizational effectiveness and individual performance leading to organizations achieving their strategic goals.

Dave also provides consulting services actively for both employers and employees with regards to industrial disputes. He had represented numerous clients at conciliation meeting, mediation and hearing at Labor Court and Industrial Court.

He has trained executives and managers from various sectors including manufacturing, hospitality, telecommunications, education, service sector, healthcare, government agencies and plantations with positive track record from participants. He is also engaged as Trainer by numerous renowned training providers.

As a Human Resource Consultant, he actively provides consulting services to many corporate companies. This includes staffing, performance management, disciplinary issues, industrial relations, collective bargaining, collective agreement, succession planning, retrenchment, employee satisfaction surveys, legal compliance auditing, company policies, contract of service, contract for service, training need analysis etc.