

PRACTICAL INDUSTRIAL RELATIONS SKILLS



The purpose of this training program is for managers and leaders to practice harmonious industrial relations at the workplace and to enable the organization to operate within the legal framework in Malaysia. It also becomes imperative for managers and leaders to have a disciplined workforce that adheres to rules and regulations, and managers as well as leaders are expected to be able to handle disciplinary issues at organizations. This training will also provide the managers and leaders with necessary skills in dealing with employment termination due to poor performance, absenteeism, and misconduct.

TRAINING OBJECTIVES

- Understand and identify the different types of misconducts, the law and its application in the context of managing discipline;
- Understand the rights of both the employer and employees and how to initiate disciplinary action when misconducts are committed by employees;
- Understand why delay in taking disciplinary action can be detrimental to the employer and how to manage absenteeism and unsatisfactory work performance effectively.

Training Methodology

Interactive lectures, case study, discussion and review of court awards

Who should attend

CEOs, General Managers, Directors, HR Practitioners, Head of Departments, Unit Heads, Managers, Executives, Officers and All those involved in handling employees and industrial relations functions.



Register at:

<https://tinyurl.com/dymrrkw5>



15-16 January 2024 A.C. Hotel Penang
29-30 January 2024 Pullman Bangsar Hotel KL
17-18 January 2024 Online via Zoom

Dealing with Probationers, Absenteeism and Employees' Discipline

- Essentials of Employment Act 1955 and Industrial Relations Act 1967.
- Meaning and the rights of probationers within the context of Malaysian labour laws
- Termination of probationers and poor performance – the burden of proof as required by the Industrial Court and superior courts.
- Sources, causes and management of absenteeism in organizations within the legal framework
- The application of Section 15(2) of the EA 1955 in termination due to absenteeism and its legal consequences.
- Strategies and action plans to reduce the absenteeism rate in organizations.

Managing Poor Performance

- Identifying what constitutes poor performance within the context of the job and the organizational expectations.
- The link between motivation and performance including practical approaches for managing poor performers
- Handling difficult people in a fair and confident manner – encouraging them to find solutions and take ownership
- Providing clear and motivational feedback on a regular basis to improve individuals' daily performance
- The legal aspect of management of poor performance with relevant case laws from the Industrial Court and superior courts.

Managing Misconduct and Domestic Inquiry

- The meaning of and the management of “misconduct” within the context of Malaysian labour law
- The procedures aspects such as the charge letter, suspension and domestic inquiry process and principles of natural justice
- Constructive dismissal, wrongful dismissal and unfair dismissal - Section 20 IRA 1967
- Relevant cases from the Industrial Court and superior courts such as the High Court and the Federal Court

Course fees: RM2,190.00 per person

Payment: 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

Contact

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Dave Muniswar M
Master of Human Resource Management, Hons
Bachelor of Economics, Hons (UKM)
PSMB/HRDF Certified Trainer
ex-Industrial Court Panel
ex- SOCSO Appellate Board Panel

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 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 plans.

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.