



# The Practical Knowledge on Domestic Inquiry

**Date: 11-12 July 2012 (Wednesday - Thursday)**

**Venue : FMM Institute, Johor Branch \*\* HRDF: SBL Scheme**

This program is designed to provide the participants all relevant hand on knowledge about the conduct of a proper Domestic Inquiry. Although any improper Domestic Inquiry proceeding can be cured through the intervention of the Industrial Court, it is not advisable to embark into such situation. Why? The result are always time consuming, costly and emotionally disturbing. As such, a well and properly managed and flawless handling of Domestic Inquiry is necessary if its unavoidable. The employees today are well informed about their rights and expect the equitable and fair treatment that leads to disciplinary action after due inquiry. Therefore, the company and its relevant personnel should equip themselves with the relevant in depth knowledge in proper procedures of an effective Domestic Inquiry that deals with such perennial problem.



## CONTENTS

<p><b>Module 1 : Poor Performance and Disciplinary Action</b></p> <p><b>Module 2: Misconduct and Its Nature</b></p> <p><b>Module 3: Contract of Service and EA 1955, Section 14</b></p> <p><b>Module 4: Procedures for Due Inquiry</b></p> <ul style="list-style-type: none"> <li>• Preliminary investigation</li> <li>• Notice of Inquiry/Charge Sheet</li> <li>• Inquiry Proper</li> <li>• Recording Notes of Evidence</li> <li>• Domestic Inquiry Records</li> <li>• Evaluation of Evidence</li> <li>• Finding and Recommendation</li> <li>• Punishment/Decision</li> <li>• Right of Appeal</li> </ul>	<p><b>Module 5: Preparation for Due Inquiry</b></p> <ul style="list-style-type: none"> <li>• Board of Domestic Inquiry Setting</li> <li>• Conducting an Inquiry Flowchart</li> <li>• Guidelines on Domestic Inquiry</li> <li>• Agenda of Domestic Inquiry</li> <li>• Role of the Board of Inquiry</li> </ul> <p><b>Module 6: Sample of Documentation</b></p> <ul style="list-style-type: none"> <li>• Report of Misconduct</li> <li>• Show Cause Letter</li> <li>• Charge Sheet</li> <li>• Written Warning</li> <li>• Letter of Suspension</li> <li>• Letter of Demotion/Downgrading</li> <li>• Letter of Dismissal</li> <li>• Employee Disciplinary Track Record</li> </ul>
---	--



## BENEFITS

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

- Write charge sheet and other relevant DI related documents.
- Understand the setup of DI board and their functions
- Understand the reasons of an improper DI that lead to invalidity of judgment



## WHO SHOULD ATTEND

Department Managers, Human Resource Practitioners, Supervisors, Officers, Business Owners, Directors



**Mr. Alfred Ang Chee Boon** a Bachelor of Social Sciences graduate from Malaysia National University (UKM). He has been an Associate Member of the Malaysia Institute of Human Resource Management (MIHRM) since 2005. Mr. Ang specialization covers the areas of human resource management which include employment laws, industrial relation, supervisory skills enhancement, performance management, human rights, social compliance and employee's motivation. He has been actively conducting training programs with regards to the above topics for the private sectors for the past three years. His exposure and experience of more than fifteen years in human resource has been proven useful to the corporate world. His past achievement includes being the company ISO9001:2000 Quality Management Representative (QMR); successfully led the company obtained the recognition by receiving the Best Compliance Award from one of the international customers in year 2008. Mr. Ang was also invited to be a freelance lecturer in one of Singapore's well established institute of life-long learning which provides diploma program in business management. He held various senior management positions during his past eighteen years with one of the public company listed in the Bursa. Mr. Ang was the Senior Manager in Human Resource for more than eight years and Assistant General Manager in manufacturing for two years. Mr. Ang is currently a Human Resource Manager for a company in Johor and a freelance consultant in corporate management.

<p style="text-align: center;"><b><u>ADMINISTRATIVE</u></b></p> <p>Date : <b>11 - 12 July 2012 (Wed-Thur)</b>          Time : <b>9.00am - 5.00 pm</b>          Venue : <b>FMM Institute, Johor Branch</b></p> <p><b><u>COURSE FEES</u></b>          Member : <b>RM600-00 per participant</b>          Non Member : <b>RM750-00 per participant</b>  <i>(Fees include Course materials, Refreshment, Lunch &amp; Certificate of Attendance)</i></p>	<p><b>Medium of Instruction : English</b>  <b>Closing Date : 4 July 2012</b>  <b>HRDF : SBL Scheme</b>  <b>PSMB Registered No: 0268</b>  <b>(FMM Headquarter Kuala Lumpur)</b></p> <p><u>For further enquiries, please contact</u>          Pn. Azrina Daud / En. Omar          Tel: 07-3577613 / Fax: 07-3577617-8          Email : azrina@fmm.org.my / omar@fmm.org.my</p>
--	--

**- REGISTRATION -**

**THE PRACTICAL KNOWLEDGE ON DOMESTIC INQUIRY**

Dear Sir / Madam,

**Please register the following participant(s) for the above programme**

1	Name	:	
	Designation	:	
	Email	:	
2	Name	:	
	Designation	:	
	Email	:	

*(if space is insufficient, please attach a separate list)*

Enclosed cheque /bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_ participant(s) made in favour of **"FMM Institute"**

Submitted by:

Name	
Designation	
Company	
Address	
Tel No	Fax No.
Email	

**Registration Details**

- ☞ Registration is on a first-come-first served basis. Cheques made in favour of FMM Institute should be forwarded to the FMM Institute before commencement of the programme.
- ☞ There will be no refund for cancellation within 3 days prior to the programme, 50% refund for cancellation between 4 – 7 days and full refund for cancellation 8 days prior to the programme.
- ☞ However, replacement can be accepted at no additional cost.
- ☞ The FMM Institute reserves the right to cancel or reschedule the above programme and all efforts will be taken to inform participants of the changes.