



## HR Course

# CONDUCTING AN EFFECTIVE DOMESTIC INQUIRY WITH MOCK SESSION



18 - 19 March 2021  
9AM - 5PM



Axon Consultancy,  
Kuala Lumpur.

2 days highly practical and experiential workshop session. Lectures, discussion, exercises, case studies & mock session. Get 1 set of learning material and a certificate of attendance.

For registration, kindly contact our team at 012 - 615 9229 or email to [jack@axonconsultancy.com](mailto:jack@axonconsultancy.com)



This program is specifically designed to meet the day-to-day need of:

- Human Resources Managers / Executives
- Managers / Executives
- Industrial Relations Managers / Executives
- Executives / Secretaries
- Supervisory Staff
- Staff Intending to specialize in Human Resource Management

**WHO  
SHOULD  
ATTEND**

- Train the managerial and supervisory level employees to correctly conduct domestic inquiry.
- Participants will gain in depth knowledge of the process of domestic inquiry.
- Mock session and case studies will enable participants to gain hands-on experience.

**OBJECTIVES**



- Brief Outline of The Industrial Relation's System in the Country
- The Exercise of Discipline - A Management Prerogative
- Impact of an Incorrect Disciplinary Procedure
- Type of Disciplinary
- Statutory Requirement for Domestic Inquiry
- What is a Show Cause Inquiry
- What is Domestic Inquiry
- The Principles of Natural Justice
- The Procedure to Conduct Domestic Inquiry (Step by step approach)
- Sample of Charge Sheet
- Mock Session
- Post Mortem of Mock Domestic Inquiry Session
- Study of Model Cases & Citation of The Industrial Court Cases

## COURSE OUTLINE

Eunice Lee  
**Trainer**

MBA, International Management Centre (IMC)  
Certificate in Personnel Management in MIPM  
Certificate in Training Management  
Certificate in Knowledge Management  
Advance Certificate in Knowledge Management





# COURSE FEE

Normal Price : RM 1,250

\*Get RM 100 rebate by tagging a friend to attend the course!

\*Inclusive of training materials, meals, tea breaks & certificate of attendance.

As we practice social distancing in class, the number of participants will be limited.

Kindly submit your registration earlier to secure your slot!

---

For registration, kindly contact our team at 012 - 615 9229 or email to [jack@axonconsultancy.com](mailto:jack@axonconsultancy.com)