

HR Course

CONDUCTING AN EFFECTIVE DOMESTIC INQUIRY WITH MOCK SESSION



2 Days
9AM - 5PM



Axon Consultancy,
Kuala Lumpur.

Practical and experiential workshop session with 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



- 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





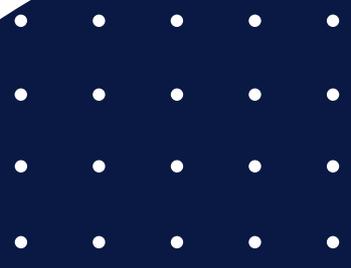
This program is specifically designed to meet the day-to-day need of:

- 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



COURSE FEE

Normal Price : RM 1,800

*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