

## CERTIFICATE IN TERMINATION & DISMISSAL



<p><b>Klang Valley</b> -Armada Hotel, PJ -Date to be announce based on response</p>	<p><b>Notern Region</b> -KISMEC , Kulim -Date to be announce based on response</p>	<p><b>Southern Region</b> -Good Hope Hotel, JB -Date to be announce based on response</p>
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**ARMADA**  
PETALING JAYA

LAW OF TERMINATION

### OBJECTIVE

This 2-day programme is specially designed to provide an in-depth knowledge and understanding of the law on due inquiry, the purpose of holding an inquiry, the procedures to be followed, the guidelines issued and the punishment to be meted out including examining Court Awards.

### LEARNING OUTCOME

Upon completion of the program, participant to gain the following :

- Able to conduct & handle domestic inquiry appropriately.
- Able to identify the common pitfalls & to avoid in handling domestic inquiry.
- Able to handle the records & documentation accordingly.

### TARGET GROUP

Human Resource/Industrial Relations Managers. HR/IR Officers & Executives.  
Dept. Heads – especially those who may be required to serve as Inquiry Officers.  
Any personnel involved in decision making including dismissals.

### FEE

**RM1200 + 6% GST** per participant  
**RM1100 + 6% GST** per participant (MIHRM Members )  
(Fee inclusive trainer fee, seminar package and handouts only)

### LEARNING POINTS

#### WHAT CONSTITUTES A MISCONDUCT

- ✓ Nature of Employment Contract
- ✓ The Nature and Meaning of Misconduct
- ✓ Legal Provisions Relating to Misconduct
- ✓ Principles of Natural Justice
- ✓ Types of Misconduct : minor /major
- ✓ Criminal Offences at Work

#### INVESTIGATING OFFENCES

- ✓ Suspension Pending Inquiry
- ✓ Legal Effect of Condensations
- ✓ Show Cause Letter
- ✓ Notice of Inquiry
- ✓ Procedures for Investigation

#### DOMESTIC INQUIRY AND DISMISSAL

- ✓ Procedures for Domestic Inquiry
- ✓ Preparation for Inquiry
- ✓ Selection of the Officer/Board of Inquiry
- ✓ The Role of the Inquiry Officer(s)
- ✓ Recording Proceedings
- ✓ Adducing of Evidence (Witnesses)
- ✓ The Inquiry Report: Findings & Punishment
- ✓ Findings Review/Types of Punishment
- ✓ Industrial court awards pertaining

#### RETRENCHMENT

- ✓ Law
- ✓ Process
- ✓ Procedures
- ✓ Case Law

## PROGRAMME SCHEDULE

### DAY 1 (9.00am – 5.00pm)

- **Nature of Employment Contract**
- Nature and Meaning of Misconduct
- Legal Provisions Relating to Misconduct
- Principles of Natural Justice
- Types of Misconduct
- Criminal Offences at Work
- Suspension Pending Inquiry
- Legal Effect of Condonations
- Show Cause Letter
- **Purpose of Inquiry**
- Failure to Hold Inquiry Consequences
- Procedures for Investigation
- Notice of Inquiry



### DAY 2 (9.00am – 5.00pm)

- **Procedures for Domestic Inquiry**
- Selection of the Board of Inquiry
- The Role of the Inquiry Officer
- Recording Proceedings
- Adducing of Evidence (Witnesses)
- **The Inquiry Report**
- Findings & Punishment
- Findings Review
- Types of Punishment / Dismissal
- **Retrenchment**
- Law
- Process
- Procedures
- Case Law

LAW OF TERMINATION

## REGISTRATION FORM



MIHRM is a class A training provider (serial number: 3215)

Date of Training		GST Number	
Membership No.		Email Address	
Name		Tel No. (office)	
Company		(fax)	
Designation		(mobile)	
Address		Contact Person	

Enclosed cheque No./bank draft \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s).  
(Payment made payable to "Malaysian Institute of Human Resource Management")

Mode of Payment: Cheque, money order, bank draft; payable to  
"Malaysian Institute of Human Resource Management" or Cash/ Direct Bank in to MIHRM Bank Account : CIMB Bank Berhad- Account No: 800 2324 212. [Please fax "Bank-in Slip" to MIHRM via fax no: 03-79554076]

### Terms and Conditions:

- i. Fax or email to MIHRM the completed Registration Form to register for this program. Separate name list for group registration.
- ii. Full payment shall be made prior to program date or on registration date, otherwise Letter of Undertaking from organization is applicable.
- iii. If you are unable to attend, a substitute delegate is welcome to attend in your place at no additional charge.
- iv. No refund can be made for cancellation received less than 7 days prior to the program.
- v. MIHRM reserves the right to postpone or cancel the program due to the unforeseen circumstances.