

# TERMINATION & DISMISSAL

for HR Executives, HR Managers and Managers

Date : 10 & 11 June 2025 ( 2 Days)  
Time : 9.00 am - 5.00 pm  
Mode : Face-to-Face  
Venue : Klang Valley  
Price (RM) : RM 1,920.00 (Member) | RM 2,160.00 (Non-Member)  
\*Prices exclusive of 8% SST

## INTRODUCTION

A comprehensive 2-day journey into employment termination and dismissal procedures. Led by an expert HR consultant, explore the legal frameworks and procedural intricacies involved. From understanding misconduct to implementing disciplinary actions effectively, gain invaluable insights to navigate termination processes with confidence and compliance. Whether you're an HR professional or a legal practitioner, this programme offers a robust platform to sharpen your skills and stay updated on evolving employment laws. Join us to empower yourself with the tools necessary to handle termination scenarios with clarity, fairness, and legal compliance.

## OBJECTIVES

### **Understanding Employment Contracts:**

- Grasp the nature of employment contracts and the legal framework governing terminations and dismissals.

### **Handling Misconduct:**

- Learn about different types of misconduct, legal provisions, and principles of natural justice when addressing employee misconduct.

### **Conducting Inquiries:**

- Acquire skills in conducting domestic inquiries, including selecting the board of inquiry, recording proceedings, and adducing evidence.

### **Decision-Making Process:**

- Understand the process of making findings and determining appropriate punishment, including dismissal or other disciplinary actions.

### **Navigating Legal Procedures:**

- Gain insights into legal procedures for dismissal, retrenchment, and handling termination-related issues, supported by relevant case law examples.

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## COURSE CONTENT

### DAY 1

9.00AM – 5.00PM

#### Understanding Termination Procedures

##### Nature of Employment Contract:

- Explore the essence and implications of employment contracts, including legal obligations and employee rights.

##### Dealing with Misconduct:

- Examine various forms of misconduct and the legal provisions governing disciplinary actions in the workplace.

##### Principles of Natural Justice:

- Understand the importance of adhering to principles of natural justice when addressing employee misconduct.

##### Conducting Inquiries:

- Learn the procedural aspects of conducting domestic inquiries, including selecting inquiry boards and recording proceedings.

##### Show Cause Letters and Inquiry Notices:

- Comprehend the significance and contents of show cause letters and notices of inquiry in the termination process.

End of Programme

### DAY 2

9.00AM – 5.00PM

#### Implementation and Legal Considerations

##### Inquiry Procedures and Evidence Adduction:

- Dive into the specifics of conducting inquiries, including gathering evidence, questioning witnesses, and preparing inquiry reports.

##### Findings and Punishments:

- Explore the process of making findings based on inquiry results and determining suitable disciplinary actions or termination.

##### Types of Punishments and Dismissal:

- Understand the different types of disciplinary actions, including dismissal, and the legal considerations associated with each.

##### Retrenchment Laws and Procedures:

- Navigate through the legal framework and procedural requirements involved in retrenchment exercises, ensuring compliance and fairness.

##### Case Law and Precedents:

- Analyse relevant case law examples to understand judicial interpretations and precedents in termination and dismissal cases.

End of Programme