



#Public Training/Workshop#

## EFFECTIVE DOMESTIC ENQUIRY SKILL

*"The Art Of Adventure For Lifelong Learning"*

### COURSE OBJECTIVES

At the end of the programme, participants will be able to :

- ◆ Identify types of misconduct.
- ◆ Understand what is a Domestic Inquiry (D.I.)
- ◆ Learn how to conduct a D.I.
- ◆ Understand the importance of proper conduct of D.I.
- ◆ Learn points that must be remembered at the D.I.
- ◆ Understand what constitutes a defective D.I.

### WHO SHOULD ATTEND

- ◆ Non-HR Managers
- ◆ Executives
- ◆ HOD's required to serve on D.I. Panel.
- ◆ Personnel involved in disciplinary action decision including dismissal.

### Methodology:

- ◆ Interactive Lectures
- ◆ Discussion
- ◆ Group Dynamics & Workshops
- ◆ Case Studies
- ◆ Video
- ◆ Individual / Group Presentation

### Program Schedule :

Registration	: 8.30am
Morning session	: 9.00am - 10.30am
Morning Tea	: 10.30am - 10.45am
Lunch	: 1.00pm - 2.00pm
Afternoon session	: 2.00pm - 3.30pm
Afternoon Tea	: 3.30pm - 3.45pm
End	: 5.00pm

### Date:

Please refer to our WEBSITE

### Duration:

2 days (9am - 5pm)

### Medium:

English & Bahasa Malaysia

### Venue:

### Trainer:

DR ISMAIL ABDUL JAMAL



## COURSE OUTLINE

### **MISCONDUCT**

What is a Misconduct?  
What is Misconduct in Employment?  
Classification of Misconduct – Minor/Major Misconduct

### **INVESTIGATION**

Commences with Allegation of Misconduct  
Investigation and its Purpose  
Appointment of Investigating Officer (I.O.)  
Investigation Process.  
Qualities of an I.O. Possess  
Investigating Officer's Report – Format  
Framing Charge(s)  
Issue Show Cause Letter / Suspension from Work

### **[Workshop 1 : Framing Charges and Preparation of Show Cause Letter]**

#### D.I. PRELIMINARIES

Set Time, Date, Venue for D.I.  
Issue Notice of Inquiry  
Appoint D.I Chairman and Panel Members  
Prepare Case for Prosecution  
Summon the Accused

### **[Workshop 2 : Prepare Notice of Inquiry]**

#### D.I. PANEL

What is a D.I. Panel?  
Selection of D.I. Panel Members.  
Functions of D.I. Panel Members.

### **[Workshop 3 : Prepare Appointment Letter of D.I. Panel Members]**

#### D.I. PROCEEDINGS- WHAT TO DO?

Pre- D.I Role of Panel  
Before the D.I Commences  
During the D.I Hearing Process  
Points that Should Not be Permitted  
Adjournment of D.I. Proceedings

### **[Workshop 4 : Mock D.I. Based On Case Provided]**

#### POST D.I. PROCEEDINGS

Prepare Complete D.I. Report  
Difference between Ruling and Judgment.  
Findings / Recommendations for Improvement by D.I. Panel  
Evidence – Based on What Was Adduced During D.I.  
Submission of Report to Management

### **DISCIPLINARY PROCEDURE**

Not Guilty – What Next?  
Guilty – Determine Punishment.  
Communication of Punishment.  
Mitigation by Employee.  
Punishment Letter.

### **POINTS TO REMEMBER AT D.I.**

Union Representation of Claimant.  
Within Scope of Employment Act, 1955.  
Claimant Present When Witness Gives Evidence.  
Company Documents Not Shown To Claimant.  
Production of Convincing Evidence.  
Procedural Fairness During D.I.  
Panel Recommendation –v- Management Decision.  
When is a D.I. Not Mandatory.

### **WHEN IS A D.I. DEFECTIVE?**

Refusal of Union representation at D.I.  
Accused not present when witnesses giving evidence.  
Document presented at D.I. not shown to accused.  
Lack of convincing evidence.  
Lack of procedural fairness.



**CLICK HERE !**  
View Our Listing Program

**ASL**  
Training & Consultancy  
Sdn Bhd



## TRAINER'S PROFILE



**DR ISMAIL AB JAMAL, PhD**

Dr Ismail is a Senior Consultant of Irshad HR Consulting specialising in the areas of Human Resource Management. He has more than 25 years of working experience at all levels in human resource management, after having an opportunity to serve as a HR Professional in several companies including banking, manufacturing, multinationals and Public Listed Companies. As an HR Consultant, he has successfully delivered training and consultancy services for many Corporate Clients. He received his MBA (HR) from Hull University and PhD in Human Resource Management

He has diversified and varied experiences in HRM and HRD practices after more than quarter decade being exposed to the banking, finance, insurance, construction (infrastructure, highway construction and heavy engineering), transportation and haulage, manufacturing and marine industries. He was also immensely exposed to unionized and non-unionized industrial relation's environments, plus governmental relations.

He has championed, participated, implemented and internalized HR initiatives such as Global HR Transformation, Organizational Climatic Survey, Strategic HRD Planning, Talent Management and Succession Planning, Performance Improvement Program (PIP) for Managers and other HR Reengineering management programs and processes.

## IN-HOUSE TRAINING

**Do you have 5 STAFF and above with similar training requirements?**

**ASL Training offers In-House training programs specially designed to meet the particular needs of the client's / organizations.**

**Want to know more or should you require any further assistant?**

Call us **NOW** at

**+603-5542 0023 / [icare@asl-solutions.com](mailto:icare@asl-solutions.com)**

**Our program is claimable fully under HRDF/PSMB**

**[Click here](#) to check out our crazy PROMOTION**



# Registration Form

## EFFECTIVE DOMESTIC ENQUIRY SKILLS

**DATE:** Refer to our EMAIL. **VENUE:**

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

**icare@asl-solutions.com ; shafi@asl-solutions.com**

FAX : +603-5548 0024 ; TEL: +603-5542 0023 (HuntingLine)

PARTICIPATION FOR TWO DAYS WORKSHOP

**PROMOTION AVAILABLE**

**WANT TO KNOW MORE?**

**>>CALL US NOW!!<<**

**You will get an exclusive access to our private E-Learning portal, lifelong !!**

### PARTICIPANT'S NAME :

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_

Authorization (Signatory must be authorized on behalf of the company )

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department : \_\_\_\_\_

DL: \_\_\_\_\_ Email : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This booking is invalid without a signature & company stamp.

### TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking( LOU ). Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

### 4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in . All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 4-days prior to the event Non-payment or non- attendance does not constitute cancellation.

( However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing )

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

**ASL Training & Consultancy Sdn Bhd.**

**COMPANY STAMP**

