

# DIGITAL CLASSROOM

## HR MANAGEMENT POST MCO & VIRTUAL DOMESTIC INQUIRY



14 – 15 July 2020 | 2 Days



9:00 AM – 1:00 PM (GMT +8)



Zoom Pro Application



From RM 550/pax

### Course Objective

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

- Understand the cost cutting measures
- Learn the importance of getting consent
- Understand The lawful termination
- Learn do handle poor performers
- Identify types of misconduct.
- Understand what is virtual Domestic Inquiry (D.I.)
- Understand the importance of proper conduct of D.I.
- Understand what constitutes a defective D.I.

### Course Methodology

- Interactive online session
- Discussion
- Industrial court decisions
- Case law
- Video presentations
- Quizzes

### Who should attend?

- HR Managers
- HOD
- HOD's required to serve on D.I. Panel.

### Key Modules

- Sustainability & Cost Cutting Measures
- Retrenchment
- Misconduct
- Virtual Domestic Inquiry
- Domestic Inquiry Proceedings
- Poor Performance

## DAY 1

### SUSTAINABILITY & COST CUTTING MEASURES

- ▶ What are the cost-cutting measures company can take?
- ▶ Do you need consent & how to get consent?
- ▶ What if consent is not given by the employees, what happens next?
- ▶ Procedural steps to get consent.
- ▶ What are the potential costs associated with firing people?
- ▶ Case law discussion

### RETRENCHMENT

- ▶ What is retrenchment and what is redundancy? Is there a difference in meaning behind the terminology?
- ▶ Difference between retrenchment and termination
- ▶ LIFO and FIFO principles in retrenchment
- ▶ Breaking the retrenchment news to employees
- ▶ VSS and MSS
- ▶ In what situation can a company retrench an employee?
- ▶ 3 phases of retrenchment
- ▶ What guidelines should employers follow when selecting employees to retrench?
- ▶ Notification to the authorities
- ▶ Does the law require employers to pay any retrenchment benefits?
- ▶ Calculating wages on retrenchment
- ▶ Role of labour department in retrenchment
- ▶ Code of Conduct for Industrial Harmony
- ▶ Burden of proof
- ▶ Can employees challenge a retrenchment?
- ▶ Can an employee claim wrongful dismissal on retrenchment?
- ▶ Case laws



## DAY 2

### MISCONDUCT

- ▶ What is a Misconduct?
- ▶ What is Misconduct in Employment?
- ▶ Classification of Misconduct – Minor/Major Misconduct
- ▶ Absenteeism during the unprecedented time
- ▶ Handling minor misconduct
- ▶ Insubordination
- ▶ Case law discussion

### VIRTUAL DOMESTIC INQUIRY

- ▶ Two principles of natural justice that industrial court will consider
- ▶ Documentation preparation in virtual DI
- ▶ Handling witnesses in virtual DI
- ▶ Handling evidence in virtual DI
- ▶ Minutes in virtual DI
- ▶ Communicating the show cause
- ▶ Panel discussion in virtual DI
- ▶ Other means of communication
- ▶ Confidentiality issues
- ▶ Advantages of virtual DI
- ▶ Admissibility in the court

### DOMESTIC INQUIRY PROCEEDINGS

- ▶ Commences with Allegation of Misconduct
- ▶ Investigation Process
- ▶ Investigating Officer's Report – Format Framing Charge(s)
- ▶ Issue Show Cause Letter / Suspension from Work
- ▶ Issue Notice of Inquiry
- ▶ Appoint D.I Chairman and Panel Members
- ▶ Prepare Case for Prosecution Summon the Accused
- ▶ Pre- D.I Role of Panel
- ▶ Before the D.I Commences
- ▶ During the D.I Hearing Process
- ▶ Submission of Report to Management

### POOR PERFORMANCE

- ▶ Dealing with difficult employees during the unprecedented event on performance issue
- ▶ Why a manager's 'attitude' plays the most important of roles in ensuring a successful performance review process.
- ▶ Case law discussions on how to manage difficult employee situations during the performance review and PIP discussions.



## MATHY RANDHAWA

Mathy Randhawa has been inclined to Human Resources trainings with various established organizations in Malaysia and overseas. She has vast experience in the training field and specializes in Soft skill-and HR related trainings. Currently, spoke on local radio station, Business FM on Key Traits To Break or Make A Leader. In addition, she writes articles on HR related matters.

Experienced HR Trainer has excellent presentation and training abilities and the understanding of how to identify corporate training needs. Excels at training program design and development of associated training materials. Has a Master's Degree in Human Resources Management and ten years of experience working as a HR Trainer. Besides, holding an Honours Degree in Law, Mathy is also a certified Corporate Trainer by Deloitte United Kingdom and PSMB. She is a Law graduate from United Kingdom and has a certificate of Completion to the English Bar by Lincoln's Inn (UK). She has vast experience in the training field and specializes in Soft skill-and HR related trainings for more than 18 years.

She is an expert in conducting extensive presentations in Employment Act 1955 congruent to Termination Process. She has also acted as a consultant for few organizations on setting up of the Domestic Enquiry Panels and advising on Employment Act 1955. Mathy has established herself as a consultant and a facilitator in modern Business Writing, Technical Writing and Communication Skills.

Mathy has conducted training interventions in various industries; oil & gas, banking sector, hotels, small scale industries, minor & major manufacturing industries, government units, public sectors, colleges & other educational institutions. She brings to table a proven expertise in identifying training needs, designing training content, developing assessment and executing them.

As a result oriented Corporate Consultant, Mathy focuses in helping people dramatically to increase their image impact, visual presence, improve their business and social skills, maximize their communication skills and improve their levels of performance. Her experience in trainings allows her to infuse her natural enthusiasm and extensive practical experience with proven techniques to facilitate adult learning. She often focuses on the use of humour to facilitate change, which she believes lightens up the atmosphere and let people relax into learning. Her programs are noted for being, interactive, cerebral, energizing, and hands-on. She combines a practical facilitating style with a broad range of domain training experience, allied to her personal enthusiasm, to present dynamic and informative programs that participating audiences find easy to relate to.

## TRAINER'S CLIENT

PETRONAS Group of Companies

Vietnam Oil & Gas Groups

SHELL Iraq

Iraq South Oil Company

Iraq Ministry of Oil

ORPIC Oman Oil & Gas

Titans Chemical

CCM

CADBURY Malaysia

Telekom Malaysia

Khazanah Nasional

Digi Telecommunication

INTEL Kulim

Iskandar Malaysia

SIME Logistics

GEMS

Standard Chartered Bank

The Star

Sunway College

Stamford College

Olympia College

University of Kathmandu, Nepal

## TRAINING DETAILS

Title : Digital Classroom  
HR Management Post MCO &  
Virtual Domestic Inquiry

Date : 14 - 15 July 2020

Apps : Zoom Pro Application

Individual Price

Grouping Price  
(min. 3 pax)

RM 650.00

RM 550.00

Register before **30 June 2020**

## PARTICIPANTS

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

Note : Please attach a list of participants if  
insufficient space.

## AUTHORISATION

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

## ORGANISATION

Name : .....  
Telephone : .....  
Fax : .....

## SEND INVOICE TO

Department : .....

Address : .....  
.....  
.....

## IN HOUSE TRAINING SOLUTION

Yes, I would like to organise this training course in-house and save up to 50% of total course fees! Please send me more information.

## PAYMENT DETAILS

1. Participants are required to pay before or on the first day of the course.

2. (Please Tick Where Applicable)

Cheque made payable to  
Pace Up Sdn. Bhd.

Credit Card 

Bank Transfer : Pace Up Sdn. Bhd.  
Sdn. Bhd. Bank : Malayan Banking Bhd.  
Bank Address : Taman Setiawangsa Branch,  
Wisma Prima Peninsular,  
2, Jalan Setiawangsa 11,  
Taman Setiawangsa,  
54200 Kuala Lumpur

Account No. : 562188319491

Swift Code : MBBEMYKL

( All bank charges to be borned by payer.  
Please ensure that Pace Up receives  
the full invoiced amount.)

3. We do not give refunds for cancellations.  
However, you may substitute participant (s) at any  
time.

4. If we receive cancellations in writing more than (7)  
days before the training course, you will receive a  
100% credit (valid for one year) to be used for  
another training course.

5. Cancellations received less than seven days before to  
the training course may result no credit for future  
training.

6. If we postpone training course, participant payments  
for the postponed course will be 100% credited  
towards the course at a rescheduled date.

7. We shall assume no liability whatsoever in the event  
this training course is cancelled, rescheduled or  
postponed.