

MAY  
**20-21**  
DORSETT GRAND **SUBANG**

A 2-DAY COURSE ON

# *How to Conduct a* **DOMESTIC** **INQUIRY** *Effectively*

## HIGHLIGHTS

Module 1 Problem Employees

Module 2 Misconduct

Module 3 Handling Misconduct

Module 4 FRAMING OF CHARGES

Module 5 Preparation Of Domestic Inquiry

Module 6 Preparing A Mock Domestic Inquiry

Module 7 Case Studies On Domestic Inquiry

Module 8 Mock Domestic Inquiry

Module 9 Writing Of Findings

Module 10 Panel Report



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## INTRODUCTION

Unfortunately, not all employees are discipline and adhere to standards set for them and do what they are told. Some employees have all sorts of problems at the workplace and these problems must be addressed or otherwise the organization's productivity may suffer and its image and reputation may tarnish.

This 2-day course designed to be interactive and at the same time to gain knowledge and insight into the law relating to discipline at the workplace, procedures of handling misconduct, investigating a misconduct to conducting a domestic inquiry.

This course aims to guide individuals to understand and adopt a proper method in handling disciplinary issues at the workplace so as to avoid negative implications and inconsistent approach to handling discipline.

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## METHODOLOGY

This is a highly interactive course, whereby participants are to gain the learning points through actual cases of misconduct as reported in the law reports.

Role Plays - Participants will be given the opportunity to participate in a mock domestic inquiry where role players adopt what they have learnt during the two days of the course. Subsequently, they will be required to submit a report of their findings.

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## WHO SHOULD ATTEND

- Heads of Department/Senior Managers
- HR & Employment Managers
- Managers
- Executives
- Team Leaders

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### TRAINER'S PROFILE

**KAVITHA GUNA SEGARAN**

**Bachelor of Jurisprudens (Hons) Malaya, CLP**

**Advocate & Solicitor, High Court of Malaya 2001**

Kavitha is a qualified lawyer with 20 years of experience. She is the founding partner of a legal firm based in Kuala Lumpur. She is a certified trainer under the Human Resources Development Fund ("HRDF").

She specializes in the area of Employment and Industrial Relations. Kavitha has much experience in handling both local and foreign employees as well as employees' trade unions of various industrial sectors on a wide range of both individual and collective disputes including statutory employment rights and obligations, employee performance, disciplinary action, union recognition issues, collective bargaining, non-compliance of collective agreements and dismissals.

**Kavitha represents her clients in disputes before the Labour Court, Industrial Court as well as the High Court and Court of Appeal with cases won duly reported in the Industrial Law Reports and Current Law Journals.**

Her significant experience includes:-

- Advising corporate organizations on dispute settlements, corporate reorganising exercises such as retrenchment schemes and voluntary retrenchment schemes, conducting domestic inquiry proceedings and rendering advice on general misconduct issues.
- Appointed by a national trade union to resolve union recognition issues.

Kavitha is able to provide insightful and practical advice and strategies for corporate organizations on disputes in the arena of employer-employee relationships.

At the same time, she has a passion to train and share her knowledge and insights in respect of the area of Employment Law & Industrial Relations.

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## DAY 1

### 0900 **Module 1 PROBLEM EMPLOYEES**

- Reasons why managers ignore problem employees
- Actions to deal with problem employees
- Classifying employee problems
- Need to maintain discipline in the workforce

### **Module 2 MISCONDUCT**

- What is misconduct?
- Burden and Standard of Proof
- Aspects of Misconduct
- Types of Misconduct

1030 Morning Coffee

### 1045 **Module 3 HANDLING MISCONDUCT**

- Procedure for handling misconduct
- Appointment of Investigation Officer
- Investigating allegations of misconduct
- Identifying the relevant parties
- Interviewing the relevant parties
- Collecting documents and exhibits to support the allegation of misconduct
  - Preparation of Investigation Report
  - Establishing a prima facie case
  - Reporting and recommending courses of action
  - Issuance of show cause letter
  - Suspension from work

1300 Lunch

### 1400 **Module 4 FRAMING OF CHARGES**

- How to frame a charge
- Samples Charges
- Group Exercise

1530 Afternoon Tea

### 1545 **Module 5 PREPARATION OF DOMESTIC INQUIRY**

- Appointing a Domestic Inquiry Panel
- Appointing a Prosecutor

- Appoint a secretary
- Book a room
- Whether tape recording is allowed during the domestic inquiry proceedings
- Preparing the charge sheet/notice of Domestic Inquiry
- Holding the Domestic Inquiry

1630 **Module 6 PREPARING A MOCK DOMESTIC INQUIRY**

(Group Exercise)

Allocation Of Roles

1700 End of Day 1

**DAY 2**

0900 **Recapitulation of Day 1**

0930 **Module 7 CASE STUDIES ON DOMESTIC INQUIRY**

- Case laws
- Common mistakes pertaining to conducting a Domestic Inquiry

1030 Morning Coffeee

1045 **Module 7 CASE STUDIES ON DOMESTIC INQUIRY**

- Setting up the DI Venue
- Preparing the Role players

1300 Lunch

1400 **Module 8 MOCK DOMESTIC INQUIRY**

- The proceedings

1530 Afternoon Tea

1545 **Module 9 WRITING OF FINDINGS**

1600 **Module 10 PANEL REPORT**

- Presentation of findings & recommendations

1700 End of Course



REGISTRATION FORM

How to Conduct a Domestic Inquiry Effectively

HRD CORP CLAIMABLE COURSE: TRAINING PROGRAMME NO: 10001365217

COMPANY NAME

COMPANY ADDRESS

NATURE OF BUSINESS

MEMBER OF HRD CORP?

☐ YES

☐ NO

COMPANY SIZE

☐ 1-29

☐ 30-69

☐ 70-99

☐ 100-149

☐ 150-199

☐ 200+

CONTACT PERSON

TEL

MOBILE

EMAIL

APPROVING MANAGER NAME

TEL

MOBILE

EMAIL

DELEGATE 1 FULL NAME

POSITION

TEL

MOBILE

EMAIL

DELEGATE 2 FULL NAME

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MOBILE

EMAIL

COURSE FEES

The fee per person is RM1695.

The full fee is required with your registration. The fee includes luncheon, coffee / tea breaks, course manual, and certificate of completion. 2 persons registered are entitled to a 10% discount.

TERMS & CONDITIONS

1. Registration & Fees Policy.

Registration is confirmed once registration form is received via email. All Payments /Undertaking Letters / Local Order (LO) / Letter of Approval must be made available and presented prior to the course.
2. Cancellation Policy

Any cancellation must be received in writing within 7 working days prior to the course else full payment will be imposed. Any no-show by registered delegates will be liable for full payment of the course fees.
3. Disclaimer & Program Changes Policy

Trainmode Sdn Bhd reserves the right to amend or cancel the course due to circumstances beyond its control. We reserved the right to modify the advertised topics or course timing whenever necessary.

PAYMENT TRANSFER BANK DETAILS

Account name

TRAINMODE SDN BHD

Account number

14100015214

Bank Name

Hong Leong Bank Berhad

CONTACT US

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OUR LOCATIONS

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PENANG

10 Lorong Industri Impian Indah 1, Taman Industri Impian Indah, 14000 Bukit Mertajam, Penang

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