

Investigation, Prosecution and Domestic Inquiry

for Managers/HR Manager and HR Personnel, and especially those who may be required to act as investigating or prosecuting officer, or to sit as panel members of the Board of Domestic Inquiry



21 & 22 August 2014 (9.00 am – 5.00 pm), Sunway Hotel Seberang Jaya

For the last 10 years, millions of Ringgit Malaysia were awarded every year by the Industrial Courts to the workmen as their dismissal were found to be unfair or disciplinary procedures were not followed. The figures do not include the amounts paid by employers for out-of-court settlement/consent awards or settlement made at the Industrial Relations Offices. Many a time, the extra costs as well as time lost suffered by the employers are due to the fact of impaired Domestic Inquiry (DI) or the Rules of Natural Justice have not been complied with. A poorly investigated misconduct case or it is improperly prosecuted at a Domestic Inquiry will certainly induce the Board of Inquiry to arrive at the wrong or unfair decision.

This program has been specially designed to equip the participants with the essential knowledge and techniques for carrying out proper investigation and prosecution, and the correct procedures of conducting a fair DI.

Learning Objectives/Outcomes	100% SBL claimable
<ul style="list-style-type: none"> ✓ To provide participants with basic knowledge of disciplinary and Domestic Inquiry (DI) procedures ✓ To equip participants with practical experience as investigating/prosecuting officers or panel members of Board of Domestic Inquiry ✓ To train participants to carry out proper investigation and drafting of charges ✓ To train participants to conduct prosecuting proficiently and effectively at the Domestic Inquiry 	<p>Normal Fee: RM800 per participant</p> <p>Register by <u>07 Aug 2014</u>, or Group of 2 or 3 Participants: 10% Discount Group of 4 or 5: 15% Discount</p> <p><i>Certificate of participation will be awarded upon completion of the program</i></p>

Program Outline		
<ul style="list-style-type: none"> • Misconduct • Disciplinary track record keeping • Disciplinary action • Suspension • Domestic inquiry • Natural Justice and Right of employee • Investigation • Evidence • Quality and Duties of Investigating Officer • Preliminary investigation • Oral and Documentary Evidence 	<ul style="list-style-type: none"> • Collecting Evidence • Prosecution • Burden of Proof • Charge sheet and notice of domestic inquiry • Standard of Proof • Techniques of Questioning • Role of Prosecutor (PO) • Prosecuting Officer's Brief • Important Points the Prosecutor Needs to Know • Examination of Witnesses • Examination in Chief • Cross Examination • Re-Examination 	<ul style="list-style-type: none"> • Preparation of Submission • Chairman/panel members of board of Domestic Inquiry • Role of witness • Role of trade union officials <p><i>Role Play: Investigation - Taking Statements</i></p> <ul style="list-style-type: none"> • DI Procedures – Skeleton of DI (normal proceedings, <i>ex-parte</i>, & accused employee pleaded guilty) <p><i>Role Play: Mock DI</i></p>

The Trainer

Mr H'ng Piau (@ Ng Piau) has vast experience in the field of administration and enforcement of Labour Laws. He served as a government servant for more than 32 years and retired as the State Director of Labour, Kedah/Perlis in January, 2001. During his tenure of service, he was a facilitator/trainer for Labour Officers serving under the Ministry of Human Resources. He had also conducted many training programs for various large corporations in private sector. After his retirement, he was appointed as a company director of a company dealing in sporting goods.

Currently, Mr H'ng trains in various topics of Labour Laws, provides consultant and advisory services to corporations, and also acts in an advisory capacity to lawyers at the Industrial Court. He is registered and permitted by the Jabatan Tenaga Kerja Semenanjung Malaysia (Labour Office) to represent employer/employee for claims/matters in Labour Court.

For Registration Form, Contact Miss Ng or download from www.XcelLearn.com

Customised In-house training also available.

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“Excel in Learning for Superb People and Organisation Performance”

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Sunway Hotel Seberang Jaya

REGISTRATION FORM

	Name of Participant(s)	I/C No	Designation	Vegetarian(✓)
1.				
2.				
3.				
4.				
5.				

Company Name _____

Company Address _____

Contact Person _____

Designation _____

Tel _____

Fax _____

Email _____

Nature of Business _____

Enclosed is the Cheque (No: _____) of RM _____, crossed and made payable to **XcelLearn Resources (Public Bank Bhd A/C No: 3-1348468-09)**.

Do you need us to assist you on the booking of hotel accommodation?

Yes

No

If yes, please specify:

Check-in Date _____

Check-Out Date _____

* The hotel accommodation is subject to availability. Please re-confirm with the coordinator before the training and make payment directly to the hotel on the training day.

Terms & Conditions

1. The above registration fee is 100% claimable under SBL scheme. Please apply to PSMB for approval before the commencement of the program.
2. The fee is inclusive of training materials and meals (2 Tea Breaks and 1 Lunch) at the hotel.
3. If notice of withdrawal is given in writing before the confirmation of your registration, no fee is charged. No cancellation is allowed once confirmation letter is forwarded to you. If the registered participant is unable to attend, a substitute is allowed. No refund if participant does not turn up or being substituted on the training day.
4. Cheque should be crossed & made payable to **XcelLearn Resources 1 WEEK BEFORE** training.
5. **XcelLearn Resources** has the right to change the dates, time, venue, trainer or cancel the training scheduled due to circumstances beyond its control.

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