

REGISTRATION FORM

INDUSTRIAL RELATIONS Fundamentals of Managing Employees

FOR OFFICE USE ONLY

Registration ID

Date Received

Payment Mode

Received by

Full Name _____

Co./Org. _____

Designation _____

Mobile no _____

Email _____ Facebook ID _____

Billing Add. _____

Agent's Code _____ Agent's Name/Company _____
(if applicable) (if applicable)

PACKAGE please tick (✓) where appropriate:

Type	Fee (RM)	Confirmation
INDUSTRIAL RELATIONS Fundamentals of Managing Employees		<input type="checkbox"/>

PAYMENT MODE please tick (✓) where appropriate:

Cash Cheque payable to UCSI EXTENSION SDN BHD
Cheque no. _____ Date _____

Direct Cash Payment
Cash Receipt no. _____ Date _____

Cash Direct to Bank Account
Account Name: UCSI Extension Sdn Bhd
Bank Name: Maybank Berhad
Account no.: 5142-8041-8724

TERMS & CONDITIONS

Registration:
Full payment is required before workshop begins.

Confirmation of Registration:
A receipt will be issued via email upon confirmation of full payment.
Registered delegates will need to show proof of receipt on workshop day.

Substitution / Cancellation:
There is no refund for cancellations, however, substitution of name(s) is allowed.

Registration Deadline:
Seven (7) days before the date of the workshop.

Yes, I fully agreed and accept the terms and conditions of this programme.

Name: _____ (signature)
Date: _____

INDUSTRIAL RELATIONS Fundamentals of Managing Employees

2-DAY WORKSHOP



Please return this completed form to:

+6 03 9101 8880
ext.5050

UCSI Extension Sdn Bhd (533426 U)
3rd Floor, Block J, Lot 12734, Jalan Choo Lip Kung
Taman Taynton View, Cheras, 56000, Kuala Lumpur, Malaysia.
Tel: +6 03 9101 8880 ext. 5050 Fax: +6 03 9130 0587
Email: info@ucsiextension.com



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INDUSTRIAL RELATIONS

Fundamentals of Managing Employees

A disciplined workforce is a prerequisite for the smooth functioning of any organisation and maintenance of a high level of quality and productivity in its products or services.

An organisation can be said to have a well-disciplined workforce if employees adhere to regulations, comply with instructions and carry out their duties as they are supposed to.

However, in any organisation there would, invariably, be a few employees who breach the rules and would have to be punished.

In the vast majority of cases, delinquent employees who are punished seem to be exonerated in the courts and employers have had to pay heavily for dismissals carried out without just cause or excuse.

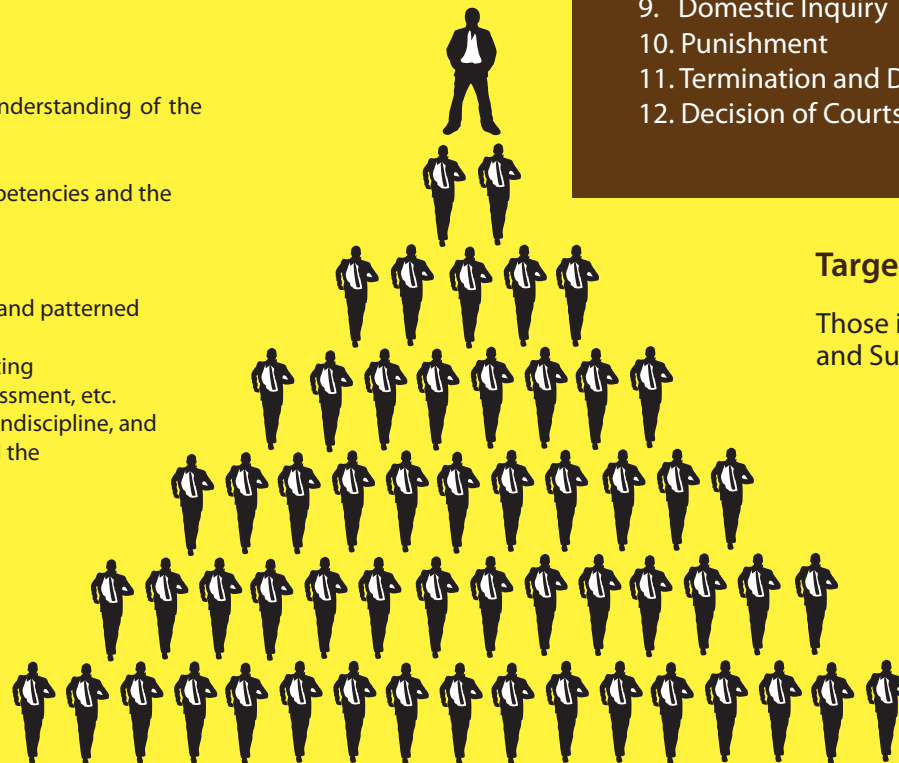
This appears to be because employers have not been able to substantiate their case with facts relating to the case, and this in turn is caused by haphazard investigation, poor prosecution and bad conduct of due inquiries.

This programme is intended to impart to participants an understanding of what constitutes misconduct, how to conduct inquiries into misconduct effectively, and how to make proper decisions/findings to ensure that the decision of the company to dismiss is upheld at any level.

Aims:

This course has been designed to give participants an understanding of the various types of misconduct, such as:

- Managing performance – goal setting, determining competencies and the evaluation process,
- Absenteeism - its causes and effects,
- Late-coming and tardiness
- Excessive medical leave, not seeing the company doctor and patterned sick leave
- Insubordination, fraud, criminal breach of trust and cheating
- Fighting, sleeping at work, gambling, assault, sexual harassment, etc.
- The various steps that can be taken to curb these acts of indiscipline, and
- The appropriate disciplinary action that can be taken and the procedures involved.



2-Day Workshop Structure:

1. What is Management?
2. Objectives of the Organisation
3. Pre-requisites
4. Misconduct
5. Types of Misconduct
 - (a) Poor Performance
 - (b) Absenteeism
 - (c) Absenteeism and Tardiness
 - (d) Handling Absenteeism
 - (e) Excessive Medical Leave (Malingering)
 - (f) Insubordination
 - (g) Other Forms of Misconduct
6. Condonation
7. Investigation
8. The Charge
9. Domestic Inquiry
10. Punishment
11. Termination and Dismissal
12. Decision of Courts

Target Participants:

Those in Leadership, Managerial and Supervisory positions