REGISTRATION FORM

INDUSTRIAL RELATIONS

Fundamentals of Managing Employees

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Registation ID	IR	
Date Received		
Payment Mode	1 2 3	
Received by		

Co./Org. Designation Mobile no Email	Facebook ID
Agent's Code	Agent's Name/Company (if applicable)

PACKAGE please tick ($\sqrt{}$) where appropriate:

Туре	Fee (RM)	Confirmation
INDUSTRIAL RELATIONS Fundamentals of Managing Employees		

PAYMENT MODE please tick ($\sqrt{\ }$) where appropriate:

1	Cash Cheque payable to UCSI EXTENSION SDN I	BHD
	Cheque no.	Date
2	Direct Cash Payment	
	Cash Receipt no.	Date
3	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.

YYes, I fully agreed and accept the terms and conditions of this programme.
(signature) Name: Date:

Please return this completed form to:

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

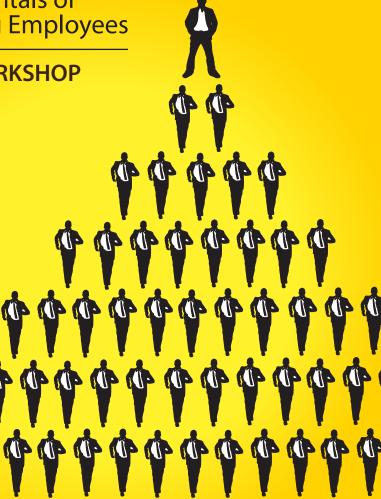




INDUSTRIAL RELATIONS

Fundamentals of **Managing Employees**

2-DAY WORKSHOP







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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
- 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
- 11. Termination and Dismissal

10. Punishment 12. Decision of Courts

Target Participants:

Those in Leadership, Managerial and Supervisory positions