



FMM Institute

Centre for Professional Development



HRD CORP
Claimable
Courses

Online Training

Managing Discipline, Misconduct and Domestic Inquiry

Administrative Details

Date	: 12 – 13 September 2022 (Mon-Tue)
Time	: Day 1 (9:00 am – 5:00 pm) Day 2 (9:00 am – 5:00 pm)
Platform	: ZOOM
Fees	: RM 1,007.00 (FMM Member) RM 1,113.00 (Non member) <small>The fee inclusive Service Tax at 6%</small>
Contact Persons & Email	: Ms. Sabrina (sabrina@fmm.org.my) Pn. Astri (astri@fmm.org.my) En. Omar (omar@fmm.org.my) Ms. Jessica (jessica@fmm.org.my)
Closing Date	: 29 August 2022
SBL-Khas code no.	: 1000191312
Training Provider	: FMM Institute Johor MYCOID: 475427W_JOHOR

Discipline is a way of life, and very often many people take it very lightly. It is not limited to money, riches, or poverty but it is just a personal orientation towards life. However, it affects us in many aspects if it is not being managed properly.

It is a habit and not an adaptation in life and so one can [practice discipline](#) for a better life. Many successful people attribute their success to discipline & performance. For them, discipline is just more than knowledge, communication, or skill, as it plays a key role in their way to success through their self-managed performance.

Discipline in life has many virtues like being focused, staying healthy, performing to standards, compliance and also avoiding potential problems. As per the current lifestyle and social trends, discipline techniques seem to be one of the essential life skills and no one can actually try to avoid it, whether one likes it or not.

Discipline is also one of the factors by which people judge others. Those highly talented and hard-working people cannot be successful if they are not disciplined. Indiscipline often leads to personal problem, misconducts and performance issues that may affect one's future badly.

Discipline extends to personal life, career, work, study, lifestyle, and even social life. Hence, it is good and important to inculcate employees' discipline in workplace as this will lead to a more productive and harmonious workplace, and of which employees are more focused and engaged. Hence, this workshop provides the technical know-how of managing discipline & performance and at the same time understand the employment practices that enable line managers or supervisors to have better control of disciplinary and performance cases at the workplace.

COURSES CONTENT

1. What is discipline? Why is it so important?
2. What is misconduct? Examples of misconduct at workplace
3. Difference between major and minor misconducts
4. What is condonation and its setback?
5. Step-by-step in handling minor misconducts
6. Step-by-step in a corrective counselling session – minor misconducts
7. How to handle major misconducts?
8. Understand the disciplinary procedure flow-chart
9. Misconduct: Some relevant questions to be asked
10. Investigation needed in relation to misconduct
11. Managing the probationers – what right does the employer has when come to terminating their service?
12. Managing poor performers – the various steps involved before terminating their service
13. Understand Domestic Inquiry and its conduct (including the role clarity for all parties involved in the process)
14. Understanding of Employment Act 1955 – the provision of minimum benefits for employees

WHO SHOULD ATTEND

Heads of department, line managers & supervisors. HR/IR managers & practitioners.

OBJECTIVES

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

- Understand the meaning of discipline and its importance
- Aware of workplace discipline and its importance
- Apply ways to manage misconducts of employees
- Manage the issues of probationers as well as poor performers
- Understand the basic of Employment Act 1955



Managing Discipline, Misconduct and Domestic Inquiry

Online Training

FACILITATOR- CLETUS BOK graduated from Science University of Malaysia (USM) with a degree in Science with Education (Hons) and he started his career in educational research and instructional materials development for primary school education under a project unit led by the Education faculty of USM. He was tasked to manage a few educational projects & curriculum evaluation, and at the same time designing teaching & instructional materials to support learning, in particular for schools in the rural area.

He went on subsequently to join several multinationals, acquiring his training & human resources management knowledge and skills through on-job exposure as well as acquiring his professional qualifications in learning and HRM over the years.

Course Details

Date : **12 – 13 September 2022 (Mon-Tue)**

Time : **9.00am - 5.00pm**

Venue : **Remote Online Training**

Platform: **Zoom**

SBL-Khas code no.: **1000191312**

Fees

FMM Member : **RM 1,007.00 (FMM Member)**
RM 1,113.00 (Others)

The fee inclusive Service Tax at 6% (SST Number : W10-1901-32000105)
(Fees include Certificate of Attendance)

Medium of Instruction : **English**

Closing Date : **29 August 2022**

Administrative Details

Registration

- Upon Faxing/Mailing the completed Registration Form to FMM Institute, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.

Payment

- Cheques made in favour of "FMM Institute" should be forwarded a week before the commencement of each programme.
- For SBL-Khas Scheme, an Attendance of 100% is a must, in any case, employers will be billed in full.

Cancellation

- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course - 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

For further enquiries, please contact

FMM Institute Johor Branch

Ms. Sabrina / Pn. Astri / En. Omar / Ms. Jessica

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Email : sabrina@fmm.org.my / astri@fmm.org.my /
omar@fmm.org.my / jessica@fmm.org.my

REGISTRATION FORM

Dear Sir,
Please register the following participant(s) for the above programme

1 *Name : _____
*IC No. : _____
*Designation : _____
*Email : _____
2 *Name : _____
*IC No. : _____
*Designation : _____
*Email : _____

* Required information

Submitted by:

Name : _____
Designation : _____
Company : _____
Address : _____
: _____
: _____
Tel & Fax : (T) _____ (F) _____
No. _____
Email : _____

Please tick (✓) accordingly:

- We will be **claim under SBL-Khas Scheme** and full payment would be made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING Under SBL-Khas Scheme.**

Enclosed cheque No. _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute" should be forwarded to the Secretariat **before 12 September 2022.**