



October 5, 2026 (Monday)



9:00 AM - 5:00 PM



FMM Perak

ONE-DAY PRACTICAL HR WORKSHOP

BUILDING A SAFE & RESPECTFUL WORKPLACE:

HR Strategies for Bullying, Harassment & Grievance Management

Equip your people with the knowledge and practical skills to prevent, manage and resolve workplace misconduct while creating a positive, inclusive and respectful workplace culture.



**RESPECT.
TRUST.
SAFE.
TOGETHER.**



PROTECT YOUR PEOPLE

Ensure a safe and healthy work environment



BUILD RESPECT & DIGNITY

Promote professionalism and mutual respect



FAIR & OBJECTIVE INVESTIGATIONS

Handle complaints with fairness and integrity



EFFECTIVE GRIEVANCE MANAGEMENT

Resolve issues promptly and confidentially



STRONGER CULTURE, BETTER PERFORMANCE

Build a positive and engaged workforce

COURSE OUTLINE

MODULE 1



BUILDING A RESPECTFUL WORKPLACE

- Creating a positive workplace culture
- Workplace respect and professionalism
- Roles and responsibilities of employers, managers and employees
- Psychological safety in the workplace
- Consequences of an unhealthy work environment

MODULE 2



UNDERSTANDING WORKPLACE BULLYING & HARASSMENT

- Definition of bullying and harassment
- Types of workplace bullying
- Sexual and non-sexual harassment
- Recognising inappropriate workplace behaviours
- Legal and organisational responsibilities
- Preventive measures and awareness

MODULE 3



MANAGING WORKPLACE GRIEVANCES

- What is a grievance?
- Common workplace grievances
- Informal and formal grievance procedures
- Receiving and documenting complaints
- Confidentiality and professionalism
- Communicating with all parties

MODULE 4



WORKPLACE INVESTIGATION PROCESS

- Planning an investigation
- Gathering evidence
- Interviewing complainants, respondents, and witnesses
- Maintaining impartiality and procedural fairness
- Investigation reports
- Making findings and recommendations

MODULE 5



RESOLUTION, CORRECTIVE ACTION & PREVENTION

- Resolving workplace conflicts
- Mediation and facilitated discussions
- Corrective and disciplinary actions
- Preventing retaliation
- Developing anti-bullying and anti-harassment initiatives
- Building a sustainable respectful workplace culture



LEARNING OUTCOMES

Upon completion of this programme, participants will be able to:

- ✓ Recognise workplace bullying, harassment and grievance issues
- ✓ Understand employers' legal and organisational responsibilities
- ✓ Respond appropriately to workplace complaints
- ✓ Conduct fair and effective grievance investigations
- ✓ Apply appropriate intervention and resolution strategies
- ✓ Develop practical approaches to creating a respectful workplace culture
- ✓ Prevent retaliation and recurring workplace conflicts



SAFETY



RESPECT



FAIRNESS

A CULTURE WHERE EVERYONE BELONGS AND THRIVES

PRACTICAL LEARNING METHODS

- Interactive Lectures
- Real Workplace Case Studies
- Group Discussions
- Role Plays
- Question & Answer Sessions

DURATION

1 DAY

**Practical Insights.
Real Solutions.
Stronger Workplaces.**



HRD CORP CLAIMABLE*



EXPERIENCED INDUSTRY TRAINER



PRACTICAL WORKPLACE CASE STUDIES



INTERACTIVE LEARNING ENVIRONMENT



ACTIONABLE HR TOOLS & BEST PRACTICES



BUILD RESPECT. PREVENT MISCONDUCT. PROTECT YOUR PEOPLE.

*Subject to HRD Corp approval.

Create a culture where everyone belongs and thrives.

INVEST TODAY FOR A SAFER, STRONGER & MORE RESPECTFUL WORKPLACE TOMORROW!



October 5, 2026 (Monday)

9:00AM - 5:00PM

FMM Perak

**Building a Safe and Respectful
Workplace: HR Strategies for Bullying,
Harassment & Grievance Management**

**FEES: FMM Member: RM 702/pax
Non-Member : RM 864/pax**

- Fees inclusive of Service Tax at 8%. Inclusive of Downloadable Notes & Certificate of Attendance

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider : 007907X_PERAK**
- HRD Corp Programme No: 10001700727**
Employers **HRDC Grant Approval** MUST be forwarded to FMM Perak **at least 3 days** before the Event date.

REGISTRATION

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

CANCELLATION

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

PAYMENT

- Cheques made in favour of “**FEDERATION OF MALAYSIAN MANUFACTURING**” For **HRD Corp Claimable Courses**, an
- Attendance of 100%** is a **MUST**, in any case, **employers will be billed in full.**
- FMM SST Registration No : W10-1901-32000108
- FMM TIN No : C25703742100

ENQUIRIES

FMM Perak

Ms. Kokilavaani (vaani@fmm.org.my)
Pn Rozita (rozita@fmm.org.my)

DISCLAIMER

FMM Perak reserves the right to change the facilitator, date and to vary/cancel the programme should unavoidable circumstances arise.

CLOSING DATE: 21/09/2026

REGISTRATION FORM

**FMM Perak (Attn: Ms. Vaani/
Pn Rozita)**

Email: vaani@fmm.org.my; rozita@fmm.org.my

**Tel No : 05-548 8660
Fax No : 05-548 8221**

Please register the following participant(s):

PARTICIPANT 1

PARTICIPANT 2

PARTICIPANT 3

Name :

Name :

Name :

IC No :

IC No :

IC No :

Designation :

Designation :

Designation :

H/P No :
(Please provide mobile number)

H/P No :
(Please provide mobile number)

H/P No :
(Please provide mobile number)

Email :

Email :

Email :

☐ Please tick (✓) if you require Vegetarian meal for ____person(s)

(Please attach a separate list if space is insufficient)

Submitted by:

NAME :

DESIGNATION:

COMPANY :

EMAIL :

MEMBERSHIP NO. :

TELEPHONE NO. :

FAX NO. :

ADDRESS :

We hereby confirm that : (Please tick in the appropriate box)



We will be **claiming** under **HRD Corp Claimable Courses (SBL-KHAS) Scheme** and **full payment would be made to FMM** in the event that no **disbursement from HRDCorp** under any circumstances.



We will be **NOT be claiming** under **HRD Corp Claimable Courses (SBL-KHAS) Scheme**. Enclosed cheque/bank draft No _____ / bank in slip being payment for ____ participant(s) made in favour of **FEDERATION OF MALAYSIAN MANUFACTURING**.

TIN Number: _____ SST No: _____