

Termination without Violating the Law

“Learn to avoid the costly mistakes and errors in handling termination of employment”

Objectives

At the end of the programme participants are able to:

- Draft a proper contract of service to avoid problems in termination
- Identify the important major and minor misconduct categories
- Handle termination and non-confirmation of probationers and termination of confirmed employees due to poor performance, retrenchment and indiscipline
- Draft the various letters on 'suspension', 'charge sheet', 'warning' & 'dismissal'
- Differentiate between 'dismissal' and 'constructive dismissal' so as to avoid 'constructive dismissal'
- Know the relevant sections of Employment Act 1955, Industrial Relations Act 1967, and Code of Conduct for Industrial Harmony 1975

Learning Process

This is a totally workshop based experiential learning program.

Participants will be introduced to the principles behind the various workshops. This starts off with the importance of written rules and regulations and the various documents that make up the employment contract. Various types of termination are discussed including termination of probationers.

Participants are exposed to writing warning letters and drafting charge sheets followed by a mini role play on conducting the domestic inquiry. Participants are exposed to a mock demonstration on the actual conduct of the Domestic Inquiry. Samples of all documents relating to minutes of DI, Recommendation of Panel, Recommendation of HR Manager, and Decision letter to the accused are given out as handouts and for reference.

To reinforce the learning, participants are exposed to principles set by the Industrial Court through introduction and discussion of actual court cases both where employers have been proven right and others where employees have won thus giving a very balanced approach dispelling the belief that many believe that the Industrial Court always favors employees.

Participants will also take part in case study discussions which will help to focus their mind on looking at the situation holistically before making a decision on indiscipline.

Who Should Attend

HR / Non-HR Managers, Executives, Supervisors, Assistants and anyone who are involved in employee performance management.

Program Outline

Module 1

Understand the types and content of employment contracts and its implication on termination

Module 2

Be aware of the duration of and payment during suspension of employees before and after DI

Module 3

Distinguish the types of disciplinary action

Module 4

Appreciate the content of the code of conduct for industrial harmony

Module 5

Issues to be look out for on termination of probationers and confirmed employees for poor performance, indiscipline and retrenchment

Module 6

Other termination issues that should be aware relating to medically boarding out, frustration of contracts, expiry of fixed term contracts, retirement & resignation

Module 7

Quantum and formula for calculation of termination benefits under the Employment Act 1955

Module 8

Issues relating to unfair & illegal dismissal & constructive dismissal

Module 9

Legal rights & remedies for employees in dismissals under Industrial Relations Act 1967

Module 10

Understand the main principles set by Industrial Court Awards

The Expert Profile Cyril Pagadala

Cyril Pagadala has vast real work experience, in local and multinational companies, of more than 18 years in the field of Human Resources Management, Administration and Operations in various industries: banking, manufacturing, hospitality, tourism, and publications. He last held the position of Director of Administration and Human Resources. He is now a lecturer and corporate trainer.

He has a BA (English) and MA (Human Resource Management). In his work experience he has gone through the whole gamut of HRM including: setting up the HR Department A-Z with appropriate systems, designing policies and procedures, handling misconduct, taking disciplinary action, conducting the domestic inquiry, handling grievances, carrying out negotiations with trade unions and collective agreements, administration of the Employment Act 1955 and Regulations, Company Policies, etc; at all levels

Cyril Pagadala is a PSMB Certified Trainer for Corporate Programmes (PSMB/ TTT 0217) and a PSMB Approved Trainer in English and Business Communication for the PSMB Graduate Training Scheme; He trains and facilitates programmes in Human Resource Management, Employment Laws, Managerial Skills, Customer Relations, Soft Skills, English and Business Communication.



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Workshop

* Fees includes workshop materials, refreshment, lunch and certificate of attendance but excludes Bank charges & VAT per payment

Session	Date	Venue	Normal Fees	Early Bird Deadline
	<input type="checkbox"/> 18th-19th October 2010	The Legend Hotel, Kuala Lumpur, Malaysia	RM 1490	17th September 2010
Discount	Early Bird Registration <input type="checkbox"/> 5%			
	Group Registration <input type="checkbox"/> 3 or more at 5% off	<input type="checkbox"/> 5 or more at 7% off	<input type="checkbox"/> 8 or more at 7% off	

Schedule

08:30 Registration
09:00 Workshop Begins
10:30 Coffee & Networking
10:45 Workshop Resumes
13:00 Networking Luncheon
14:00 Workshop Resumes
15:30 Coffee & Networking
15:45 Workshop Resumes
17:00 Workshop Ends

Organization Details

Organization Name _____

Address _____

Tel _____ Fax _____

Participant Details

Name	Job Title	Email	Direct Line
1.			
2.			
3.			

The invoice should be directed to

Name _____ Job Title _____

Email _____ Direct Line _____

Authorising Manager's Details

Name _____ Job Title _____

Email _____ Direct Line _____

Signature _____ Date _____

*The booking is invalid without a signature.

After complete this form,
please fax it to (603) 40235716

CANCELLATION & SUBSTITUTIONS: This registration may only be cancelled in writing not later than two weeks before the workshop begins. The booking may not be cancelled nor any fees refunded thereafter. A substitute may be named at any time before the workshop begins.

HOTEL ACCOMMODATION: Accommodation is not included in the workshop fees. Room Reservation can be made by delegates directly with the hotel. To enjoy privileged room rates, please contact the Hotel directly and state that you're attending an event organised by GIN (Global Intelligence Network).

The Legend Hotel, Kuala Lumpur
Tel: (603) 4042 9888
The Summit Hotel, Subang Jaya
Tel: (603) 8023 3000

NOTE: It may be necessary for reasons beyond control, to change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participant of the change. Global Intelligence Network should not hold liable for any cost arising from this change.

PAYMENTS: An invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event in order to be eligible for attending. Walk-in delegates with payment will be admitted on a space available basis. Payment may be made via cross cheque / bank draft / electronic transfer, made in favour of:

Global Intelligence Network (M) Sdn Bhd
268-2-1, Wisma Mutiara Genting,
Jalan Ayer Jerneh Off Jalan Genting Kelang,
53300 Setapak, Kuala Lumpur,
Malaysia.

Details for Telegraphic Transfer:
Bank: RHB Bank
Branch: Setapak, Kuala Lumpur
A/C No: 26405800003737
Swift Code: RHBBMYKL

For electronic transfer, Please email / fax your transaction slip to us as proof of payment.

