



“PRACTICAL GUIDELINES TO CONDUCT A VIRTUAL / HYBRID DOMESTIC INQUIRY”

Monday, 11th October 2021 (via Microsoft Teams)

OBJECTIVES

The increase percentage of vaccination has resulted many states progressing in the National Recovery Plan (NRP) moving from Phase 1 to Phase 2 and further. However, the SOP still restricts physical meetings that has to be done Online, this invariably includes Domestic Inquiry (DI) too.

Any delay in conducting the DI will be deemed as condonation. Taking cognizance that the Industrial Court has been conducting e-hearing and also hybrid; face to face and virtual, companies are expected to conduct the same for DI which ever format is permissible.

The Objective of this One-Day-Course is to provide Practical Guidelines to Conduct a fully Virtual DI and a hybrid one too. The participants will acquire the comprehensive knowledge of DI *per se* and importantly capable to conduct the full Virtual and a hybrid DI that is valid and accurate, adhering to the Rules of Natural Justice, confirming to Best Practices of Industrial Relations and the Law.

COURSE FACILITATORS

LT COL (R) HJ MOHD AKHIR BIN HJ HAMZAH is a Senior Consultant – IR in MEF. Prior to joining MEF, he was a Senior Manager Human Resource at the International Medical University (IMU). His career in the private sector initially was as an Assistant Registrar at Universiti Tenaga Nasional (UNITEN). He joined UNITEN upon completion of his Masters of Business Administration at the University of Wales, College of Cardiff UK. He is also a member of the Chartered Institute of Transport UK and a UiTM graduate. Lt. Col. Akhir has an extensive 16 years-experience in representing member companies in Industrial Court hearings at the Industrial Court. His other main key role is as a Trainer; conducting Industrial Relations courses at public programs and at company premises with his forte in Performance Management and PIP that emphasis on technique of measuring performance of employees.

PREMA KESAVAN is a Senior Consultant – IR, MEF. Prema Kesavan graduated with an LLB Hons with University of Wolverhampton, United Kingdom. She handles member companies' cases at the Industrial Court (IR) and Jabatan Tenaga Kerja (JTK). She provides advice to companies on industrial relations and employment related matters. She is a member of the Malaysian Institute of Arbitrators. She is also a certified HRDF trainer. She has conducted training programs for member companies in Petaling Jaya, Kuala Lumpur, Penang and Johor Bahru.

PROGRAMME

Introduction to the Course	9.00 am to 9.15am
Security of Tenure	9.15 am to 9.30am
The Law and Principles of Natural Justice	9.30 am to 10.00am
Validity and Accuracy of the DI	10.00am to 10.30am
TEA BREAK	10.30am to 10.40am
Acts of Misconduct - Due Process	10.40 am to 10.50am
Poor Performance - Ireka/Rooftech Principle	10.50am to 11.00am
Burden and Standard of Proof	11.00am to 11.30am
TEA BREAK	11.30am to 11.40am
Types of Evidence	11.40am to 12.00pm
Investigation Techniques	12.00am to 12.30pm
Role Play Briefing - Case Scenario and Exercise	12.30 am to 1.00pm
LUNCH BREAK	1.00pm to 2.00pm
Actual Conduct of the Virtual Role Play	2.00pm to 3.30pm
Verification and Declaration of the validity and accuracy of the verbatim record	3.30pm to 4.00pm
Questions and Answers	4.00pm to 5.00pm
- End of Course -	

WHO SHOULD ATTEND

All practitioners involve in handling Human Resources (HR) and Industrial Relations (IR) matters for the company.

ENQUIRIES - ☎ 03 - 7955 7778

Pn. Roza (ext.131) • rozameza@mef.org.my

Cik Samsiah (ext.146) • samsiah@mef.org.my

REGISTRATION FORM

Yes! Register me as participant for the:

ONLINE REMOTE LEARNING "PRACTICAL GUIDELINES TO CONDUCT A VIRTUAL / HYBRID DOMESTIC INQUIRY"

DATE

**11 October 2021, Monday
(9 am to 5.00 pm)**

SEMINAR FEES

- MEF Members: RM 600 inclusive of 6% SST
- Non-Members: RM 700 inclusive of 6% SST

PAYMENT

Upon receipt of the registration form, an invoice would be issued for payment. All confirmed participants must pay full fee before the events.

- Payment in cheque or bank draft made in favour of **MALAYSIAN EMPLOYERS FEDERATION**
- Payment by bank deposit to Account No: **105280002422, Affin Islamic Bank Berhad** in favour of **MALAYSIAN EMPLOYERS FEDERATION**. A copy of the transfer slip and invoice number should be emailed to
 - financesubs@mef.org.my or
 - yapcc@mef.org.my

Send your Registration Form to:

MALAYSIAN EMPLOYERS FEDERATION
3A06-3A07, Block A, Pusat Dagangan Phileo
Damansara II
No. 15 Jalan 16/11, Seksyen 16
46350 Petaling Jaya, Selangor

Or via e-mail : rozameza@mef.org.my
samsiah@mef.org.my

Participant 1

Dr/Mr/Mrs/Ms: _____
Position: _____
Mobile: _____
Email: _____

Participant 2

Dr/Mr/Mrs/Ms: _____
Position: _____
Mobile: _____
Email: _____

***PLEASE ALSO TAKE NOTE THAT HRDF CLAIMS ARE SUBJECT TO HRDF CONDITIONS AND APPROVAL**

***PLEASE ALSO BE INFORMED THAT THE ONLINE LEARNING/TRAINING WILL BE VIA MICROSOFT TEAMS AND A LINK WOULD BE PROVIDED TO YOU ONCE PAYMENT IS MADE.**

Contact Details

Company : _____

Mailing Address : _____

Contact Person : (Datuk/Dato'/Dr/Mr/Mrs/Ms / _____) _____

Position : _____ Email : _____

Tel : _____ Will claim training grant from HRD Corp: Yes / No

Cheque No. : _____ Amount : RM _____

(Authorised Signature)

Date