

Domestic Inquiry - 2 Days

10 - 11 February 2026, Holiday Inn Express & Suites, Johor Bahru

INTRODUCTION

Participants will be guided through the stages of identifying the category of misconduct, the investigation and evidence gathering process, the practical letters on show cause, suspension, warning, demotion, dismissal etc as well as the steps of conducting domestic inquiry including a mock domestic inquiry.

WHO SHOULD ATTEND

All private sector's employees especially those involved in human resources, handling personnel and industrial relations functions.

TRAINING METHODOLOGY

- Lectures
- Interactive Discussions
- Activity: Role Playing domestic Inquiry

TRAINER'S PROFILE



PN NOOR AISHAH
BINTI KM ABU BAKAR

MEF Senior Consultant
- Legal & Industrial
Relations

Ms. Noor Aishah, holding a Bachelor of Laws from Universiti Teknologi MARA and a Master of Laws from Universiti Kebangsaan Malaysia, is an Advocate and Solicitor admitted to the High Court in Malaya. Beginning her career in 2008 as a Deputy Public Prosecutor at the Attorney General's Chambers of Malaysia (Jabatan Peguam Negara Malaysia), she transitioned to serving as a legal adviser to government agencies and statutory/enforcement bodies. With more than 16 years in legal field and extensive courtroom experience, Ms. Noor Aishah has handled diverse cases, including sexual offences, commercial crimes and corruption. After embarking into private sectors, Ms. Noor Aishah in her role as a senior in-house legal counsel, provides comprehensive legal advisory services, overseeing all aspects of litigation, drafting of contracts, contractual disputes, workplace misconduct and matters related to collective agreements and trade unions. Ms. Noor Aishah is an accredited HRDC trainer and MTP Instructor with AOTS, Japan.

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COURSE CONTENT

Day 1 - 10 February 2026

- 9.00 am
- Principles of natural justice
 - Duties and obligations of an employer
 - Employees' misconduct
 - Condonation
 - Due inquiry
 - Domestic inquiry procedure
 - Preliminary investigations
 - Selection of inquiry panel
 - Role of inquiry officer

1.00 pm Lunch Break

- 2.00 pm
- Domestic inquiry procedure (cont'd)
 - Role of inquiry officer
 - Examination-in-chef
 - Re-examination
 - Findings and decision
 - Cross examination
 - Role and functions of prosecuting
 - Officer/investigating officer
 - Industrial court guidelines
 - Preparation on role play
 - Allocation of task among participants
 - Questions and answers

5.00 pm End of the Session

Day 2 - 11 February 2026

- 9.00 am
- Mock domestic inquiry role-play session

1.00 pm Lunch Break

- 2.00 pm
- Mock DI role play (cont'd)
 - Report for domestic inquiry
 - Findings and decision
 - Meting punishment
 - Post-mortem
 - Questions and answers

5.00 pm End of the Session

*15 minutes break between session



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA
MALAYSIAN EMPLOYERS FEDERATION



HRD Corp Claimable Courses
No. : 10001627154

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REGISTRATION

Link : <https://forms.office.com/r/pfskynMzLK>



COURSE FEE

- MEF Members : RM2,200.00 (inclusive 8% SST)
- Non-Members : RM2,400.00 (inclusive 8% SST)

PAYMENT

- HRD Corp Claimable Course scheme; or
- Payable to: Malaysian Employers Federation ; Account No: 105280002422 – Affin Islamic Bank Berhad

Any matters related to invoices may be emailed to yeokhoon@mef.org.my .

A copy of the transfer slip and invoice number should be emailed to accounts@mef.org.my .

Any cancellation of attendance must be communicated via email to mefjb@mef.org.my at least 3 working days prior to the event of MEF reserves the right to charge the full fees for “NO SHOW”.