



HANDLING POOR PERFORMANCE EMPLOYEES" - STRATEGIES TO PREVENT COSTLY CONSEQUENCES

28 AUG. 2025 | 9.00AM - 5.00PM | MEF ACADEMY PETALING JAYA

Who Should Attend

In order to effectively address poor or underperforming employees, a company must have a comprehensive Performance Improvement Plan (PIP) in place. Without a PIP in place, any purported action taken on the employees would simply be a sham and, naturally, will not be effective. PIP involves documenting problems and communicating those problems to employees. The effectiveness of a PIP relies heavily on documentation, which could deter frivolous lawsuits and complaints by employees against the company. Recent Court decisions show that non-compliance to the right approach of dealing with non-performer have resulted in costly financial consequences to employers.

- **Senior Managers**
- **Line Managers**
- **HR/IR Executives**

LEARNING OBJECTIVES

The course will familiarize participants with a specialized approach for managing the three main categories of employees in a company: the A class, representing top employees; the B class, representing solid contributors; and the C class, representing underperformers, also known as driftwood or laggards.

The course focuses on equipping participants with both the principles and practical implementation of PIP in the workplace based on the requirements and guidelines prescribed by Court decisions.

Course Registration



RM 1200.00*

(Price Inclusive of 8% SST)

*Course fee is claimable under HRD Corp.

<https://forms.office.com/r/q99QLKpWtu>



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Course Structure

DAY 1	Time	Agenda
Module 1	9am – 1:00 pm	Module 1: Underperformers & PIP principles <ul style="list-style-type: none"> • Who are the Non-Performers? • Evaluation of Performance Data. • Behavioural Approach in dealing with Poor Performers. • Managing, Teaching, Coaching, Counselling & Mentoring.
	10:30am – 10:45 am	<ul style="list-style-type: none"> • Tea break
Module 2	2:00 pm – 5pm	Module 2: Practical Approach & Best Practices <ul style="list-style-type: none"> • Case Law Discussion based on Recent Decisions • Developing a Performance Improvement Plan Using a Template • Formulating a Performance Improvement Plan (PIP) Agreement • Adhering to a Performance Improvement Plan through Due Diligence • Managing Underperforming Employees According to Seniority
	1:00 pm – 2:00 pm 3:45 pm – 4:00 pm	<ul style="list-style-type: none"> • Lunch • Tea break