



DISCIPLINARY PROCEDURES

8 DEC 2025 | 9.00AM - 5.00PM |
MEFA TRAINING CENTER, PJ

Course Overview

This programme is designed to assist participants to understand the procedural aspects to be followed in enforcing disciplinary actions at the workplace. Participants upon completion of this course would be able to handle disciplinary issues, recommend and enforce appropriate disciplinary action while complying with the best practices and in accordance to the law. During the course of this programme the Trainer would share numerous Court decisions pertaining to this.

Who Should Attend

- All department leaders
- Executives
- Line manager / supervisors
- legal & compliance staff

Learning Outcomes

Participants will be able to :

- Identify common types of disciplinary issues at the workplace
- Recognize minor and major misconduct
- Understand proper reporting procedures and organizational responsibilities in handling disciplinary issues

Course Registration :



<https://forms.office.com/r/YgakVnDd46>

RM1,200*

(Price Inclusive of 8% SST)
HRDC Claimable*

Course Structure

Time	Agenda
DAY 1	
9am - 10:30am	MODULE 1 : 1. What is Discipline 2. Handling Discipline 3. Duties and obligations of an employer/workers
10.30am - 10:45am	Break
10:45am - 1.00pm	MODULE 2 : Various types of Misconduct including; 1. Absenteeism, malingering, late coming 2. Abuse of sick leave 3. Fraud, cheating, false claim 4. Theft, insubordination, assault 5. Abusive language, drug use 6. Sexual Harassment 7. Cyber Misconduct 8. etc.
1.00pm - 2.00pm	Lunch Break
2.00pm - 5.00pm	MODULE 3 : 1. Breach of contract - Section 15(2) EA 1955 2. Issues relating to Condonation 3. Disciplinary Procedures and the "Due process" requirement under the law: 4. Investigation process of misconducts 5. Show Cause Letter 6. Drafting of Charge sheet 7. Brief understanding of Domestic Inquiry 8. Punishments to be imposed 9. 'Criminal' misconduct

Trainer Profile



KIRANRAJ SEKAR A/L SEGGERAN

Kiranraj Sekar - An expert in employment and commercial law, Kiranraj delivers strategic legal solutions with precision and clarity. Holding a Bachelor of Laws (Hons) from Universiti Malaya (UM) and a Master of Human Resource Law (Distinction) from Universiti Utara Malaysia (UUM), he is a trusted advisor in regulatory compliance and employment disputes. As an accredited HRDC trainer, he conducts impactful sessions on employment legislation, negotiation strategies, and conflict management. His training programs have been widely attended by HR practitioners, managers, and executives across industries.

