



# HANDLING POOR PERFORMANCE EMPLOYEES - STRATEGIES TO PREVENT COSTLY CONSEQUENCES

30 MAR 2026 | 9.00AM - 5.00PM | MEF ACADEMY, PJ

## Course Overview

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.

## Who Should Attend

- All Department Leaders
- HR Personnel
- Senior Managers
- Supervisors

## Learning Outcomes

- The course introduces a framework for managing three categories of employees: A (top performers), B (solid contributors) and C (underperformers)
- The course focuses on equipping participants with both the principles and practical implementation of PIP in the workplace based on the guidelines prescribed by Court decisions

## Course Registration :



<https://forms.office.com/r/di2rtUjjTB>

**RM1,300\***

(Price Inclusive of 8% SST )

HRDC Claimable\*



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## Course Structure

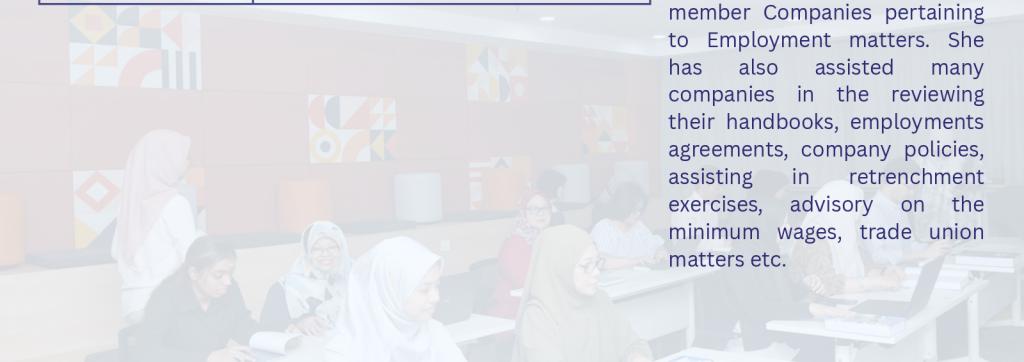
Time	Agenda
9am - 10:30am	<b>MODULE 1: UNDERPERFORMERS &amp; PIP PRINCIPLES</b> <ul style="list-style-type: none"> <li>• Who are the Non-Performers?</li> <li>• Evaluation of Performance Data.</li> <li>• Behavioral Approach in dealing with Poor Performers.</li> <li>• Managing, Teaching, Coaching, Counselling &amp; Mentoring.</li> </ul>
10.30am - 10:45am	Break
10:45am - 1.00pm	<b>MODULE 2: PRACTICAL APPROACH &amp; BEST PRACTICES</b> <ul style="list-style-type: none"> <li>• Case Law Discussion based on Recent Decisions</li> <li>• Developing a Performance Improvement Plan Using a Template</li> <li>• Formulating a Performance Improvement Plan (PIP) Agreement</li> </ul>
1.00pm - 2.00pm	Lunch Break
2.00pm - 3.30pm	<b>MODULE 3: PERFORMANCE IMPROVEMENT GUIDELINE &amp; STRATEGIES</b> <ul style="list-style-type: none"> <li>• Adhering to a Performance Improvement Plan through Due Diligence</li> </ul>
3:30 pm – 3:45 pm	Break
3.45 pm - 5:00 pm	<b>MODULE 4: EFFECTIVE DECISION MAKING</b> <ul style="list-style-type: none"> <li>• Managing Underperforming Employees According to Seniority</li> </ul>

## Trainer Profile



**SARASWATHI RAVINDRAN**

Mrs Saraswathi Ravindran is a Senior Principal Consultant - IR with more than 20 years' experience focuses predominantly on Employment laws, Industrial Relations and Labour Laws in Malaysia. She is a graduate with an LLB Hons from University of Northumbria UK and also has successfully completed the Certificate in Legal Practice and Masters of Law (UKM). She specializes in handling Industrial and Labour dispute cases at the JTK and Industrial Court representing MEF's Member Companies throughout Malaysia. She also provides advisory and consultancy services to member Companies pertaining to Employment matters. She has also assisted many companies in the reviewing their handbooks, employments agreements, company policies, assisting in retrenchment exercises, advisory on the minimum wages, trade union matters etc.



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