



# HANDLING POOR PERFORMANCE EMPLOYEE - STRATEGIES TO PREVENT COSTLY CONSEQUENCES

20 JUL 2026 | 9.00AM - 5.00PM | MEF ACADEMY, PJ

## Course Overview

Managing poor performance and workplace misconduct remains one of the most challenging responsibilities for supervisors, managers, HR practitioners, and employers. Failure to handle these matters properly may expose organisations to grievances, low employee morale, Industrial Court claims, and reputational risks.

The programme will also provide practical guidance on implementing Performance Improvement Plans (PIP), conducting workplace investigations, managing disciplinary procedures, and handling domestic inquiries effectively and fairly. Through case law discussions, practical examples, mock exercises, and interactive discussions, participants will learn how to minimise legal risks while maintaining workplace discipline and performance standards.

## Who Should Attend

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

## Learning Outcomes

- Understand key employment and industrial relations laws and obligations.
- Manage employee performance and misconduct effectively and fairly.
- Conduct lawful investigations and disciplinary processes to minimize organizational risk

## Course Registration :



**RM1,000\***

(Price Inclusive of 8% SST)  
HRDC Claimable\*

<https://forms.office.com/r/D5jrJacZCv>



## Course Structure

DAY 1	
8:30am - 9:00 am	Registration
9:00am - 10:30 am	<b>MODULE 1 : MANAGING POOR PERFORMANCE EFFECTIVELY</b> <ul style="list-style-type: none"> <li>• Rights of an Employer and Employee</li> <li>• Principles of Natural Justice</li> <li>• Duties and Responsibilities of Employers and Employees</li> <li>• Misconduct vs Poor Performance</li> <li>• Probationer vs Permanent Employee</li> </ul>
10.30am - 10:45 am	<b>Morning Break</b>
10:45am - 1.00 pm	<b>MODULE 2 : PERFORMANCE MANAGEMENT &amp; PIP PROCESS</b> <ul style="list-style-type: none"> <li>• Discussion &amp; Presentation - Common Poor Performance</li> <li>• Performance Improvement Plan (PIP)</li> <li>• Mock PIP Discussion</li> <li>• Meaning and Study of “Failed to Improve Sufficiently”</li> <li>• Recent Industrial Court Cases &amp; Lessons Learned</li> </ul>
1.00pm - 2.00 pm	<b>Lunch Break</b>
2.00pm - 3:30 pm	<b>MODULE 3 : MANAGING WORKPLACE MISCONDUCT &amp; DISCIPLINE</b> <ul style="list-style-type: none"> <li>• Concept of Discipline</li> <li>• Workplace Misconduct (Minor &amp; Major)</li> <li>• Common Workplace Misconducts</li> <li>• Breach of contract</li> <li>• Investigation of Misconduct</li> <li>• Steps and Procedures in Handling Misconduct</li> </ul>
3.30pm - 3.45pm	<b>Afternoon Break</b>
3.30 - 5.00 pm	<b>MODULE 4 : DOMESTIC INQUIRY &amp; DISCIPLINARY PROCEDURES</b> <ul style="list-style-type: none"> <li>• Progressive Disciplinary Action</li> <li>• Disciplinary Process</li> <li>• Concept of Domestic Inquiry &amp; Due Inquiry</li> <li>• Domestic Inquiry Procedures</li> <li>• Preliminary Investigation</li> <li>• Role of IO &amp; PO</li> <li>• Selection of Inquiry Panel</li> <li>• Findings, Discussion &amp; Punishment</li> </ul>

## Trainer Profile



### KIRANRAJ SEKAR A/L SEGGARAN

Kiranraj is a dynamic consultant at MEF, with a sharp legal acumen and a passion for delivering exceptional results. He was admitted as an Advocate and Solicitor of the High Court of Malaya and holds a Bachelor of Laws (Hons) from UM. Starting his career at Messrs. Presgrave & Matthews, Kiranraj quickly advanced from pupillage to Legal Associate. He then became a Senior Legal Associate at Messrs. Esther Ong Tengku Saiful & Sree before joining MEF. With a specialization in Civil and Commercial Litigation, Kiranraj brings a wealth of experience and a fearless, strategic approach to resolving complex legal challenges. His practice spans a wide array of areas, including contract disputes, employment matters and employment termination in both the private sector and statutory bodies. Kiranraj is a trusted advisor to public listed companies, directors, and professionals, guiding them through the intricacies of employment regulatory and compliance issues.

