



HANDLING POOR PERFORMANCE EMPLOYEE - STRATEGIES TO PREVENT COSTLY CONSEQUENCES

3 SEP 2026 | 9.00AM - 5.00PM | ONLINE

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 :



<https://forms.cloud.microsoft/r/hGOCJUwgXz>



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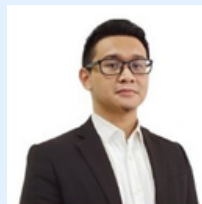


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Course Structure

DAY 1	
8:30am - 9:00 am	Registration
9:00am - 10:30 am	MODULE 1 : MANAGING POOR PERFORMANCE EFFECTIVELY • Rights of an Employer and Employee • Principles of Natural Justice • Duties and Responsibilities of Employers and Employees • Misconduct vs Poor Performance • Probationer vs Permanent Employee
10.30am - 10:45 am	Morning Break
10:45am - 1.00 pm	MODULE 2 : PERFORMANCE MANAGEMENT & PIP PROCESS • Discussion & Presentation - Common Poor Performance • Performance Improvement Plan (PIP) • Mock PIP Discussion • Meaning and Study of "Failed to Improve Sufficiently" • Recent Industrial Court Cases & Lessons Learned
1.00pm - 2.00 pm	Lunch Break
2.00pm - 3:30 pm	MODULE 3 : MANAGING WORKPLACE MISCONDUCT & DISCIPLINE • Concept of Discipline • Workplace Misconduct (Minor & Major) • Common Workplace Misconducts • Breach of contract • Investigation of Misconduct • Steps and Procedures in Handling Misconduct
3.30pm - 3.45pm	Afternoon Break
3.30 - 5.00 pm	MODULE 4 : DOMESTIC INQUIRY & DISCIPLINARY PROCEDURES • Progressive Disciplinary Action • Disciplinary Process • Concept of Domestic Inquiry & Due Inquiry • Domestic Inquiry Procedures • Preliminary Investigation • Role of IO & PO • Selection of Inquiry Panel • Findings, Discussion & Punishment

Trainer Profile



**MUHAMMAD AIMAN
FIRDAUS B NOOR AZMAN**

En Aiman obtained his Bachelor of Laws (LL.B) from the National University of Malaysia (UKM) and is currently pursuing his Master of Laws (LL.M) at the same institution besides enrolling in ESG Certified Training.

Throughout his career, Muhammad Aiman Firdaus has gained extensive experience in civil litigation, labour disputes and Industrial Court proceedings which he is also an expert in policy development and contract drafting. Aiman has actively represented clients, including employers in conciliation proceedings, collective agreement negotiations and Industrial Court hearings, demonstrating a deep understanding of statutory compliance and practical human resource management.