



# HANDLING POOR PERFORMANCE EMPLOYEES - STRATEGIES TO PREVENT COSTLY CONSEQUENCES

24 JUN 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/J7z1VdYffe>

**RM1,000\***

(Price Inclusive of 8% SST)

HRDC Claimable\*

## 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



### SACHA MARIA ALOYOUS ALFRED

In 2014, Sacha achieved a Second Upper LLB (Hons) from the University of Hertfordshire and went on to obtain the Certificate in Legal Practice. Whilst doing so, she completed internships at Dennis Nik & Wong, Raja Darryl & Loh and Adnan Sundra & Low, besides working as a paralegal in Raja Darryl & Loh. Engaging actively in mootings throughout her university tenure, Sacha won all the competitions she signed up for in her final year, eventually being titled the "best mooter". She then completed her pupillage at Azim Tunku Farik & Wong in 2018 and was called to the Bar in January 2019 as an advocate and solicitor.