

Investigation Into Major Misconduct and Conducting Domestic Inquiry



About us

Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

About This Training

Misconduct and Domestic Inquiry deal with workmen's rights to a fair hearing if an employee is alleged to have committed major misconduct. The course also educates employers on the procedure of disciplinary action and conducting a domestic enquiry. This program deals with this subject systematically and incorporates industrial court awards to discuss the court's view on certain aspects of discipline and the domestic inquiry process.



Date and Time

12 - 13 April 2023
Wednesday to Thursday
9 AM to 5 PM



Training Venue

TAR UMT
Jalan Genting Kelang, Setapak
53300 Kuala Lumpur



Trainer

Ms Vilasini Menon

COURSE CONTENTS



WHEN IS A DOMESTIC INQUIRY
REQUIRED

PRELIMINARY INQUIRY

ACTUAL STEPS TO THE DOMESTIC
INQUIRY



THE DOMESTIC INQUIRY
PROPER

ACTUAL ROLE PLAY –
PREPARATION OF EVIDENCE IN
CHIEF, CROSS EXAMINATION
AND RE-EXAMINATION



PREPARATION OF SUBMISSION

PREPARATION OF PANEL'S
REPORT

Introduce our Trainer

Vilasini Menon

Ms Vilasini Menon has been a Human Resource and Industrial Relations Practitioner for a span of 20 years. Having worked with Sime Darby Plantations, TV3 and Colgate-Palmolive (M) Sdn Bhd, Vilasini has been involved with recruitment, management of employee compensation and benefits, human resources systems, disciplinary and counseling issues, collective bargaining and several other areas in HR management. She held the position of Industrial Relations Manager in Colgate-Palmolive and was appointed the Company Secretary/Legal Manager in the last three years of her tenure with them. Vilasini subsequently left Colgate-Palmolive to embark on a legal career. She underwent a period of pupillage with Messrs Shook Lin and Bok and later set-up a legal practice.

Ms Vilasini holds the Institute of Chartered Secretaries and Administrators as her first degree and also a Law degree from the University of London, and Masters in Human Resource from Wawasan Open University, Malaysia. She also holds the Certificate in Legal Practice from the CLP Board, Malaysia.



Click/Scan
for enquiry



Contact Us



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+601110758530 (whatsapp)

training@tarc.edu.my
<https://www.tarc.edu.my/cpe/>

Investigation Into Major Misconduct and Conducting Domestic Inquiry

Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 12 - 13 April 2023 (9.00 am - 5.00 pm)

REGISTRATION FORM



CENTRE FOR CONTINUING & PROFESSIONAL EDUCATION

Fees: Public RM 795.00 per participant (inclusive of 6% Service Tax) TAR UMT Student/Alumni RM 636.00 per participant (inclusive of 6% Service Tax)

The Manager
TARC Education Foundation (1033820M)
Tunku Abdul Rahman University of Management and Technology (TAR UMT)
TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

1 Name :	IC No. :	Nationality :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	Mobile No. :	Designation :
<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Name :	IC No. :	Nationality :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	Mobile No. :	Designation :
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(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

- We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from HRD Corp under any circumstances.
- We will **NOT BE CLAIMING** from HRD Corp. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

Submitted by

Name :	Designation :	Department:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email :	Telephone No. :	Mobile No. :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name:	Company Registration No. :	
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Company Address :	Company Stamp & Signature :	Date :
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