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



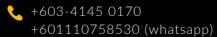
Training Venue

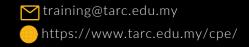
TAR UMT Jalan Genting Kelang, Setapak 53300 Kuala Lumpur



Trainer

Ms Vilasini Menon





COURSE CONTENTS



WHEN IS A DOMESTIC INQUIRY REQUIRED

PRELIMINARY INQUIRY

ACTUAL STEPS TO THE DOMESTIC INOUIRY



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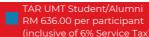
Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

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

REGISTRATION FORM

Fees:

RM 795.00 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)

	Name:		IC No. :		Nationality :	
	Email:		Mobile No. :		Designation :	
3	Name :		IC No.:		Nationality:	7
	Email:		Mobile No.:	1	Designation:	7
	(If space is insufficient, please attach a separate list) Disclaimer					
	the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance lls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the ommencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to hange the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes. 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. 3181564113. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.					
Sι	ıbmitted by					
	Name:		Designation:		Department:	
	Email :		Telephone No.:		Mobile No.:	
	Company Name:		Company Registration No.:			
	Company Address :	_	Company Stamp & Signatur	e:	Date:	