TRAINING OUTLINE

COURSE TITLE	Understanding & Managing Employment Misconduct
DURATION	1 day

Introduction

The importance of good employer/employee relations at the workplace cannot be over emphasised. The quality of performance and productivity is crucial to any employer, but industrial harmony and the maintenance of it is equally important to the employee. Without industrial harmony, it is unlikely that the employer would be able to achieve the standards of production expected from his employees.

Head of Departments & Production Executives as well as Supervisor are the ones who spend the most time working with the workers, who form the bulk of the workforce. Sometimes they may find themselves in a situation when are required to discipline their subordinates either due to misconducts or poor performance. Unless they are trained to manage their subordinates in accordance with accepted practices, their actions would likely have detrimental effects on the company and the management or may even result in very expensive legal actions by employees.

Training Objective

- To introduce to the participants the concept of effective disciplinary procedures at the workplace
- To expose wrong methods and practices of disciplining workers.
- To raise awareness of participants on the importance of good labor/management relations.

Who Should Attend?

The programmed is designed primarily for those who need to supervise and manage employees, especially those managerial staff who worked directly with operators and shop floor employees.

Learning Methodologies

- Learning module
- Workbook
- Video
- Case study

Course Content

Modules 1 :
Employment Misconduct

- Misconduct Defined
- Minor & Major Misconducts
- Legislations Related to Termination for Misconduct
- Lateness, Absenteeism, Fighting, Insubordination, Negligence, Fake medical certificates, Illegal Drugs, Theft, Negligence of Duty, Sexual Harassment, Insubordination
- Progressive Disciplinary Action for minor misconducts
- Dismissal for major misconducts

Modules 2 :
Managing Poor Performers

- Identifying Poor Performance
- Causes of Poor Performance
- Warnings and Counselling to improve poor performance
- Performance improvement plans
- Disciplinary action for Poor Performers
- Managing Probationers