TRAINING OUTLINE

COURSE TITLE	Dismissals and Conciliation Process at the Industrial Relations Department
DURATION	1 day

Introduction

The importance of good employer/employee relations at the workplace cannot be over emphasised. In the course of managing their subordinates, Head of Departments, Managers and Executives may face difficulties when making decisions to terminate or dismiss their subordinates as they do not understand the intricacies and implications of dismissing an employee unfairly.

The law does allow an employer to terminate or dismiss an employee for just cause and excuse but due process need to be followed. If the decision to dismiss is challenged by the employee as an unfair dismissal, the Company will need to go through the conciliation and Court process to prove just cause and excuse for taking action to dismiss the employee.

Training Objective

- To equip participants with the various aspects of employment termination and dismissal and the conciliation process at the Industrial Relations Department

Who Should Attend?

The programme is designed primarily for those managers and executives who have to make decisions on termination and dismissals and resolve claims at the Industrial Relations department for dismissal cases.

Learning Methodologies

- Learning module
- Workbook
- Video
- Case study

Course Content

1) Dismissals & Terminations

- Dismissal & termination defined
- Dismissals for Common Misconducts
- Dismissals for poor performance

2) Legislations on Dismissals

- Disciplinary Process
- Requirement for domestic inquiry
- Claims under the Employment Act, 1955 for dismissals
- Claims for Reinstatement
- Conciliation Process at Industrial Relations Department
- Settlement of Claims
- Power of Industrial Court
- Awards of Industrial Courts
- Appeals