

# 2 – DAY

## THE A TO Z OF DOMESTIC INQUIRY

### CONTACT

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### INTRODUCTION

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This Course is specially designed to equip managers to have the leadership skills, legal, technical & procedural knowledge in conducting effective domestic inquiries.

Managers need to understand the legal & procedural aspects in managing employee discipline so that they are able to act appropriately with confidence when dealing with any misconducts. Participants will learn how to conduct an effective domestic inquiry in accordance with the principles of natural justice, aimed at minimising the risk of litigation.

### METHODOLOGY

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Interactive trainer led presentation, group discussion, case studies and analysis, Q&A will be discussed within the workshop.

### COURSE OBJECTIVES

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By the end of this course, you will be able to:

- Understand the law relating to Domestic Inquiry (DI)
- Apply the natural justice
- Identify types of misconducts
- Conduct preliminary investigation
- Understand Pre-Domestic Inquiry
- Conduct Domestic Inquiry
- Do Post Domestic Inquiry
- Mock DI exercise and case study

### WHO SHOULD ATTEND?

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- Entrepreneurs/ Owners of SMEs
  - Head of Department
  - Human Resource Managers
  - Human Resource Practitioners
  - Executives
  - Team Leaders
  - Supervisors
- and all those who are keen in learning and mastering the Employment Laws

# PROGRAM OUTLINES

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## MODULE 1: INTRODUCTION

- The Law relating to Domestic Inquiry (DI)
- The Principles of Natural Justice
- Types of Misconducts

## MODULE 2: PRELIMINARY INVESTIGATION

- Investigation of Misconduct
- Assessment of Misconduct
- Management Decision on Actions to be Taken

## MODULE 3: PRE-DOMESTIC INQUIRY

- Drafting of Charges
- Appointing Domestic Inquiry Role Players
  - Panels of Members
  - Witnesses
  - Collecting Evidences
  - Prosecutor

## MODULE 4: DOMESTIC INQUIRY

- Order of Proceedings
- Role of Panel Members
- Rights of the Accused Employee

## MODULE 5: POST DOMESTIC INQUIRY

- Panel's Report/ Findings
- Punishment Options
- Representation to the Director General of Industrial Relations
- Procedure at industrial Court

## MODULE 6: MOCK DOMESTIC INQUIRY (DI)

- Interpretation of Mock Domestic Inquiry to enable participants to have a practical experience in conducting domestic inquiry with commentaries from the facilitator
- Case Study and Group Discussion for Mock DI