



TERMINATION & DISMISSALS OF EMPLOYEES - LEGAL ASPECTS & PROCEDURES UNDER EMPLOYMENT LAW

MANAGING EMPLOYEE MISCONDUCT & TERMINATION UNDER EMPLOYMENT ACT 1955, & INDUSTRIAL RELATION ACT 1967

9am - 5pm

Dorsett Hotel

18 NOV 2026 | KUALA LUMPUR *RM1,399 per pax*

Royale Chulan Hotel

19 NOV 2026 | PENANG *RM1,399 per pax*

Online

19 NOV | ONLINE *RM1,099 per pax*



- **100% HRD Corp Claimable**
- **RM 100 OFF for Early Birds & Group** (each pax)



8:45am - 9am - Registration & Breakfast

Module 1: Lawful Grounds for Termination

- A. Misconduct
- B. Poor Performance
- C. Fixed-Term Contract Expiry
- D. Medical Incapacity
- E. Frustration of Contract
- F. Retirement and mutual separation. etc.

Module 2: Retrenchment, Redundancy & Lay-Off

- Retrenchment Principles
- Selection criteria and LIFO principle
- Statutory Termination Benefits

Module 3: Poor Performance & Probationers

- Managing underperforming employees
- Performance Improvement Plan (PIP)
- Coaching, warnings and review periods
- Confirmation, extension or termination of probationers
- Performance-based dismissal

12:30pm - 1:30pm | Lunch Break

Module 4: Misconduct & Disciplinary Action

- Identifying minor and major misconduct
- Preliminary investigation and evidence gathering
- Suspension pending investigation
- Drafting the show-cause letter
- Evaluating the employee's explanation

3:15pm - 3:30pm | Tea Break

Domestic Inquiry & Dismissal

- When a Domestic Inquiry is necessary
- Domestic Inquiry Flow

Module 5: Constructive & Unfair Dismissal Risks

Key Statutory Provisions Covered

Employment Act 1955

- Section 12 – Notice of termination
- Section 13 – Payment in lieu of notice
- Section 14 – Misconduct and due inquiry
- Section 15 – Absence without leave
- Section 60N – Foreign employees and retrenchment

Industrial Relations Act 1967

- Section 20 – Dismissal without just cause or excuse

5pm - End

Course Overview

This intensive one-day programme equips HR practitioners, managers, and business owners, with practical knowledge on lawful employee termination and dismissal in Malaysia.

Target Participants

- HR Managers & Executives
- Line Managers & Department Heads
- Business Owners

Interactive Activities

- Quiz
- Group
- Case studies

Learning Objectives

- Identify lawful grounds for termination.
- Manage poor performance and probationers appropriately.
- Apply proper retrenchment and redundancy procedures.
- Investigate misconduct and prepare show-cause letters.
- Conduct a fair Domestic Inquiry and disciplinary process.
- Determine appropriate disciplinary action or dismissal.
- Reduce the risk of constructive and unfair dismissal claims.
- Understand employee rights under Section 20 of the Industrial Relations Act 1967.
- Prepare essential documentation and evidence to defend against unfair dismissal claims.

Course Materials Included

- Training slides
- Sample letters and templates



Benefites:

- ✓ Certificate of Completion
- ✓ Full Training Materials
- ✓ Refreshments & Lunch
- ✓ Free Access to HR Community Group
- ✓ Free Training Support

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