HRD CORP CLAIMABLE

HR LAW TRAINING
SINCE 2015 WE LEARN WE GROW

PRACTICAL
DOMESTIC INQUIRY
& MOCK HEARING WORKSHOP
STEP BY STEP DI PROCEDURES

9am - 5pm
Dorsett Hartamas

9-10 DEC 2026 | KUALA LUMPUR

- *RM2,599/ pax | 20% OFF for group of 3 & above*
- *100% HRDC Claimable*



Mr. Toh Siew Pat

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Programme Tentatives

DAY 1
09:00 - 12:30

Module 1 : Introduction

- The Malaysian Industrial Court System.
- The laws relating to management of misconduct, poor performance and employment disputes.
- Purpose and importance of domestic Inquiry.
- The principles of Natural Justice.

Module 2 : Reports of Misconduct and its Management

- The role of frontline managers and supervisors in managing first information reports.
- Assessment and classification of misconducts
- Importance of taking prompt action and the principle of condonation.

Module 3 : Investigating Misconduct and the Principle of Due Inquiry

- General principles of investigations.
- Understanding the principles of due inquiry and domestic inquiry.
- Requisites and role of investigators.
- Importance of effective investigations in collecting, preserving and consolidating evidence and exhibits.
- The investigators powers of arrest and search.
- Admissions and confessions.
- Recording statements and caution statements.
- Understanding the law and assessing the need for suspension pending inquiry.

13:30 - 17:00

Module 4 : Pre-Domestic Inquiry procedures

- Collating evidence and drafting of:-
  - Show cause letter, suspension letter.
  - Police report.
  - Notice of domestic inquiry.
  - Charge sheet.
- Employee's reply and Employer's response.
- Requisites and appointment of panel members, prosecutor and DI secretary.
- Notice to attend domestic inquiry to witnesses.

DAY 2
09:00 - 12:30

Module 5 : Domestic Inquiry

- Burden and standard of Proof.
- Role of Panel Members.
- Role of Prosecutions Officer.
- Role of the DI Secretary.
- Rights of the Accused Employee.
- Order of Proceedings.
- The preliminaries/plea.
- Company's case.
- Accused Employee's case.
- Submissions.
- DI panel's decision.
- Types of evidence.
- Tendering and marking of evidence.
- Notes of Domestic Inquiry.

Module 6 : Post Domestic Inquiry

- Panel's report.
- Accused Employee's right to plea in mitigation.
- Principle of progressive discipline.
- Accused Employee's right to appeal against punishment.
- Accused Employee's right to file a representation under s.20 of the Industrial Relations Act 1967.
- How to manage a s.20 IRA representation at the IR Department.

13:30 - 17:00

Module 7 : Mock DI

Mock domestic inquiry to enable participants to have practical experience in conducting a domestic inquiry, with commentaries from the facilitator.

Course Overview

This training program focuses on the processes which an organization may adopt when investigating reports or complaints of misconduct and how to take effective disciplinary action against the defaulting employee.

This course is specially designed to equip managers to have the legal, procedural and technical knowledge to investigate, prosecute and conduct an effective domestic inquiry.

Target Participants

- Owners of SMEs.
- Heads of Department / Line Managers.
- Executives / Supervisors / Team Leaders.
- Human Resource Practitioners.
- Anyone responsible handliong disciplinary matters

Methodology

- Interactive trainer led presentation.
- Questions & answers sessions.
- Case studies.
- Role play with personalized mentoring from the trainer.

Learning Objectives

- This training program focuses on the processes which an organization may adopt when investigating reports or complaints of misconduct and how to take effective disciplinary action against the defaulting employee.
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Course Materials Included

- Training slides
- Sample letters and templates

Benefites:

✓ Certificate of Completion
✓ Full Training Materials
✓ Refreshment & Lunch Provided
✓ Free Access to HR Community Group
✓ Free Training Support
✓ **100% HRDC Claimable** with 0% Upfront Payment



Toh Siew Pat is a HRD Corp certified trainer, **author of the book "Domestic Inquiry – *From Allegation to Termination*",** and HR consultant with extensive experience in employment law, domestic inquiry, and human resource management. He has been conducting HR and leadership training programs since 2004.

He is also recognized internationally for his contributions to HR development, receiving awards such as *the 101 Global HR Heroes Award and the Malaysia HR Awards Gold Award.*

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