



MISCONDUCT & CONDUCTING DOMESTIC INQUIRIES TRAINING PROGRAM

BY ELITE INDIGO

Participants will walk away with practical 'quick wins' to enhance their ability to manage workplace misconduct and conduct domestic inquiries effectively.



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100% HRDF Claimable



Misconduct & Conducting Domestic Inquiries

• Program Overview

Maintaining a disciplined and efficient workforce is critical to a company's success. Managing employees effectively, particularly when dealing with misconduct, requires more than patience and understanding. It necessitates specific skills and knowledge to ensure fair and just actions are taken. This training program will equip participants with the tools needed to handle workplace misconduct properly and conduct domestic inquiries (DIs) that comply with legal and procedural standards.

• Course Objectives

By the end of this program, participants will be able to:

- Understand employer and employee rights.
- Identify different types of misconduct and take appropriate action.
- Apply the correct disciplinary procedures within the workplace.
- Conduct effective disciplinary interviews and handle problematic employees.
- Explain the roles of investigation officers, prosecutors, and panel members in DIs.
- Conduct a proper Domestic Inquiry with fairness and adherence to natural justice.

• Methodology

- Lectures and interactive sessions
- Real-world case studies and role-playing
- Group discussions and Q&A sessions

• Duration

One (1) Full-Days Workshop;



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• Course Outline & Schedule

Duration	Details
2 Hours	PART 1: UNDERSTANDING MISCONDUCT <ul style="list-style-type: none"> • Employer and Employee Rights • Definition and Types of Misconduct <ul style="list-style-type: none"> ◦ Minor vs. Major Misconduct ◦ Common Examples: Absenteeism, insubordination, harassment, theft • Key Principles of Natural and Substantive Justice
1.5 Hours	PART 2: DISCIPLINARY PROCEDURES <ul style="list-style-type: none"> • Managing Misconduct: Step-by-Step • Drafting Show Cause Letters • Initiating Disciplinary Actions • Implementing Progressive Discipline • Conducting Effective Disciplinary Interviews
1 Hour	LUNCH BREAK
1.5 Hours	PART 3: CONDUCTING DOMESTIC INQUIRIES (DI) <ul style="list-style-type: none"> • Purpose and Importance of DIs • Preparing for a Domestic Inquiry • Appointment and Roles of Panel Members and Prosecuting Officers • Step-by-Step Guidance on: <ul style="list-style-type: none"> ◦ Writing Charges ◦ Drafting the Notice of Domestic Inquiry ◦ Handling Different Scenarios: Guilty, Not Guilty, Represented/Unrepresented Employees • Best Practices During DI • Common Pitfalls to Avoid
2 Hours	PART 4: PRACTICAL SESSION <ul style="list-style-type: none"> • Role Play: Mock Domestic Inquiry • Case Studies: Analyzing Real-Life Scenarios • Q&A Session: Addressing Specific Workplace Challenges

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• Target Audience

This course is ideal for HR professionals, managers, supervisors, and anyone involved in employee relations who aim to:

- Develop a structured approach to managing employee misconduct.
- Enhance their ability to conduct fair and transparent domestic inquiries.
- Promote a disciplined and compliant work culture.

Upon completion, participants will confidently engage in discussions on effective strategies for managing workplace misconduct, conducting domestic inquiries, and fostering a fair and disciplined work environment, driving improved collaboration and organizational compliance.



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ABOUT ELITE INDIGO

We are dedicated to empowering businesses to achieve their full potential. With a team of seasoned professionals and a wealth of industry experience, we offer tailored consulting services to help organizations overcome challenges and seize opportunities.

WHY CHOOSE US?

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claimable and no PO needed.

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TEAMBUILDING

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