Training Title	**MANAGING EMPLOYEE'S DISCIPLINE AND MISCONDUCT AT THE WORKPLACE**
Training Duration	1 Day
Training Description	Managing employee discipline is one of the most challenging responsibilities for managers. Mishandling misconduct can lead not only to decreased team morale and productivity, but also to serious legal consequences for the organization. This 1-day training program is designed to equip managers with the practical knowledge and skills needed to address employee misconduct in a fair, consistent, and legally compliant manner. Participants will gain a clear understanding of different types of misconduct, the principles of progressive discipline, and the importance of adhering to due process. Through interactive discussions, case studies, and role-play exercises, managers will learn how to conduct proper investigations, handle disciplinary conversations confidently, and document actions effectively. By the end of the training, participants will be better prepared to manage difficult situations professionally, minimize risks of disputes or wrongful dismissal claims, and foster a positive and disciplined workplace culture.
Who Should Attend?	Managers, Supervisor & Team Leaders
Course Learning Outcomes	By the end of the session, the participants will be able to: 1. Identify types of misconduct and disciplinary issues 2. Apply fair and consistent disciplinary procedures 3. Conduct effective investigation and domestic inquiry 4. Handle difficult conversations professionally 5. Reduce risk of wrongful dismissal claims
Training Outline	**Module 1 – Understanding Discipline & Misconduct** • Discipline vs Punishment • Type & Causes of Misconduct • Manager's Role & Responsibility **Module 2 – Legal Framework & Company Policies** • Overview of Employment Law • Company Policies & Code of Conducts • Documentation & Channel of Communication **Module 3 – Conducting Investigation & Domestic Inquiry** • Progressive Disciplinary Process • Domestic Inquiry Process & Procedures • Handling Difficult Conversations **Module 4 – Building Healthy & Discipline Culture** • Creating Positive & Healthy Work Environment • Setting Clear Expectations • Effective Communication Strategies • Managing Team Dynamics
Training Methodology	Lecture, Presentation, Group Discussion & Activity, Role Play & Demonstration

Tentative Program	
Time	**Details**
8.30am	Registration
9.00am	Program Introduction Ice Breaking Session
9.15am	**Module 1 – Understanding Discipline & Misconduct** • Discipline vs Punishment • Type & Causes of Misconduct • Manager's Role & Responsibility
10.30am	Tea Break
11.00am	**Module 2 – Legal Framework & Company Policies** • Overview of Employment Law • Company Policies & Code of Conducts • Documentation & Channel of Communication
12.30pm	Lunch Break & Solat Zuhur
2.00pm	**Module 3 – Conducting Investigation & Domestic Inquiry** • Progressive Disciplinary Process • Domestic Inquiry Process & Procedures • Handling Difficult Conversations
3.30pm	**Module 4 – Building Healthy & Discipline Culture** • Creating Positive & Healthy Work Environment • Setting Clear Expectations • Effective Communication Strategies • Managing Team Dynamics
4.30pm	Action Plan & Summary Q&A Session
5.00pm	Program End