

## IMPROVING SKILLS IN MANAGING SUBORDINATES

### MODULE 1

### EFFECTIVE DISCIPLINARY SKILLS

#### DESIGNED FOR

All Managers, Executives and Supervisors whose duties include supervision of subordinates.

#### OBJECTIVES

To train Delegates to identify misconduct, assist in investigations and avoid common mistakes when disciplining subordinates.

#### CONTENTS

- ✿ **Identifying Actionable Misconduct**
  - *Inside & outside workplace*
  - *Your Company's rules & regulations*
- ✿ **Investigation Procedures**
  - *Suspension pending investigation*
  - *Step-by-step guide on investigation*
- ✿ **Pitfalls To Avoid**
  - *Condonation*
- ✿ **Show-cause letters**
  - *Issuing show cause*
  - *Dealing with replies*
- ✿ **Criminal Misconduct**
  - *Police report*
  - *Further action*
- ✿ **Punishment**
  - *An overview*

#### METHODOLOGY

Workshop  
Lectures Case Study

#### DURATION

2 Days

#### COURSE FEES

RM 15,000

**Our programmes are guaranteed  
All Modules qualify for HRDF subsidy**