



London TDM

## HR Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 09 November 2025 To 13 November 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

Handling disciplinary and termination cases is a critical responsibility for HR professionals and management teams. This 5-day course is designed to equip participants with the skills and knowledge necessary to handle these cases effectively while minimizing risks and ensuring compliance with legal standards.

## Objectives

- To understand the legal and ethical aspects of disciplinary action and termination.
- To learn effective communication strategies for handling sensitive cases.
- To develop skills in conducting fair and thorough investigations.
- To understand how to document disciplinary actions appropriately.
- To gain confidence in making and communicating termination decisions.

## Course Outlines

### Day 1: Understanding Legal and Ethical Considerations

- Overview of employment laws and regulations
- Ethical considerations in disciplinary actions
- Rights and responsibilities of employers and employees
- Case studies of legal implications in disciplinary cases
- Best practices for compliance and risk management

### Day 2: Effective Communication and Conflict Resolution

- Strategies for clear and empathetic communication
- Managing emotions and maintaining professionalism
- Techniques for conflict resolution and negotiation
- Role-playing exercises for real-life scenarios
- Feedback and coaching for improvement

### Day 3: Conducting Investigations and Gathering Evidence

- Steps in conducting a thorough investigation
- Gathering and documenting evidence effectively
- Interviewing techniques for witnesses and involved parties
- Analyzing facts and making informed decisions
- Case study: Investigation process from start to finish

### Day 4: Documenting Disciplinary Actions

- Importance of proper documentation
- Creating clear and concise disciplinary records
- Legal implications of documentation errors
- Tools and templates for effective record-keeping
- Review of documentation do's and don'ts

## **Day 5: Making and Communicating Termination Decisions**

- Criteria for making termination decisions
- Communicating termination decisions with sensitivity
- Handling employee reactions and minimizing disruption
- Providing support and resources for affected employees
- Workshop: Developing a termination action plan