



100% CLAIMABLE FROM HRDF

# Effective Investigation

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## Prosecution in Holding Domestic Inquiry

University of Malaya City Campus



### Objectives

- To bring participants to a level of understanding as well as the importance of having policies and procedures in handling grievances through a grievance procedure in a disciplinary process.
- To update participants as to what are the necessary ingredients needed in conducting a proper Domestic Inquiry
- To identify and distinguish the various definitions related to a Domestic Inquiry within the framework of the law
- To understand the role and functions of the Investigator and the points he should look for before and while conducting the investigation in preparing for the Domestic Inquiry
- To understand the role and functions of the Panel of Inquiry and the Prosecution in the process of a Domestic Inquiry
- To understand finely how punishments are awarded and the final action to be taken by the organization

### Course Content

1. Aspects of Misconduct
2. When to conduct a Domestic Inquiry
3. Framing of the Charge or Charges
4. Selection of Panel Members and Their Role and Functions
5. Various Definitions of the Legal Process
6. Evidence and Type of Evidence
7. Role and Functions of Prosecuting Officer (Pre and Post Inquiry)
8. Findings, Decision and Punishment
9. End of Disciplinary Process and Close

## Facilitator T.M. Carlton @ Labo Leo

Mr. T.M. Carlton is a management consultant and does free lance training. He obtained a MBA in Human Resources Management from IIU (European Union) and a certified Master of Business Administration (UK) British Management Association.

He has a Diploma in Industrial & Commercial Security, India, Diploma in Management Practice, United States of America. He has been a Police Officer for twelve years and has been trained in all aspects of police duties with emphasis in investigation, Court procedures, detective and surveillance work, fire training, finger printing, photography, weapon training, traffic control, bodyguard service, first aid, security, safety work and emergency procedures.

Mr. Carlton had also been a Human Resources practitioner with a number of organizations for almost 30 years and has extensive experience in the various aspects of Human Resources Management. He has served on the Safety Advisors panel of the Malaysian Society for Occupational Safety and Health, is a member of International Institute of Risk and Safety Management, British Safety Council (UK), the Fire Protection Association and Loss Prevention Council (UK), member of the Malaysia Society for Occupational Safety and Health.

## Registration Form

### Personal Data

NAME			
RESIDENTIAL ADDRESS			
TELEPHONE	MOBILE PHONE	I/C NO	

### Employer Data

EMPLOYER			
OFFICE ADDRESS			
TELEPHONE	FAX	EMAIL	

### Registration Fee: RM850.00 only (2 Days)

Payment can be made by cash or using crossed cheque/bank draft/money order/telegraphic transfer made payable to UMCCed.

If you wish to pay through CIMB Bank, payment should be made payable to the account below:

Account Name : UMCCed  
Account Number : 14400009148053  
Bank : CIMB Bank

Please send a copy of your bank-in slip to UMCCed and a receipt of acknowledgement will be given.

### Replacement or Cancellation

If you are unable to attend, a substitute or replacement is allowed at no extra cost provided that a written notice is given **TWO WEEKS** prior to the event. Cancellation from the course is subject to the following:

- Seven (7) working days prior to commencement – full refund
- Less than seven (7) working days prior to commencement – 50% refund
- After commencement – no refund will be made

Please note that **CANCELLATION BY PHONE** will not be accepted. UMCCed must receive a written notice as mentioned above.



For further information/registration, please contact:  
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