

Effective Process & Methodology in Managing Misconduct

2 Day Industrial Relations Workshop

“Learn how to manage employee's misconduct issue diligently and wisely to maintain the work environment progressive.”

Suitable for

Senior Managers, Managers, Top Management, Middle Management, Engineers and Supervisor

Course Description

Disciplinary issues pertaining to work misconduct not only being unproductive but at the same time renders the Management being ineffective by losing out unnecessary time and cost to a case. Every leader of any given department should know how to **tackle the issue diligently and wisely** so to maintain the work environment progressive, healthy and conducive. Misconduct at the work place may also implicate the **company's reputation** should it be poorly handled or being neglected. Proper and basic understanding on this topic is very much crucial to the Managers in order to manage the work force.

Course Objectives

At the end of the training, participants will be able to:

- Handle disciplinary problems more efficiently and effectively
- Work towards creating a better working environment to reduce employee misconduct
- Handle investigations and domestic inquiries professionally
- Ensure proper documentation to protect employer's interests

SIEGER TRAINING CONSULTANTS (P) LIMITED

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Course Content

1. Types of misconduct

- List of minor misconduct
- List of major misconduct
- Upgraded misconduct.

2. Work misconduct

- Negligence
- Work Accidents
- Fail to complete assignments

3. Moral misconduct

- Sexual harassment
- Any other immoral acts

4. Disciplinary misconduct

- Absenteeism
- Breach of company policy
- Insubordination

5. Criminal misconduct

- Criminal breach of trust
- Theft
- Rape.

6. Disciplinary procedures

- Understanding the steps to be taken
- Counselling
- Reminders
- Warning

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7. Domestic Inquiry

- The process
- The persons involves
- The standard practice.

8. Probationers vs. Confirmed employees

- Compensation
- Liability.

9. Poor performance

- How to gauge a performance?
- Performance improvement plan (PIP)
- Is poor performance misconduct?

10. Punishment

- Types of punishment
- How to decide the punishment?
- Punishment lay down under Employment Act.

Methodology

Comprised mostly of lectures with interpretation examples given by the facilitator. To assist and gauge the level of participant understanding, interactive workshops; and question & answer session is included.

Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
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- Clients will have to arrange LCD, Speakers, Mike on their own.
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