



Organized by FMM Institute Penang
Centre For Professional Development

JOINTLY ORGANISED BY



GS1 MALAYSIA MEMBER CAPACITY BUILDING INITIATIVE



SPEAKER:
DR JASJIT KAUR

***FREE FOR ALL GS1 ACTIVE MEMBERS**

*as per terms and conditions

***ACTUAL TRAINING FEE = RM1,550/PAX**

***LIMITED SEATS AVAILABLE
(FIRST COME FIRST SERVE BASIS)**

**REGISTER YOUR INTEREST HERE:
PLEASE SCAN QR CODE TO REGISTER**



MANAGING DISCIPLINE, DOMESTIC INQUIRY & GRIEVANCE

DATE: 20 & 21 January 2026 (2-days)

TIME: 9.00am – 5.00pm

VENUE: FMM Institute Penang

KEY BENEFITS OF GS1 MALAYSIA - FMM INSTITUTE PROGRAMME:

PROGRAMME SUMMARY:

Managing discipline effectively at the workplace is very crucial for an organization. This programme educates those in the leadership roles on the basics of handling disciplinary matters. It stresses on the corrective and punitive modes of discipline handling.

One rampant phenomenon among companies in Malaysia is in terms of discipline. Disciplinary issues like late coming, excessive medical leaves, abusing break time, not following SOPs or PPE requirements are very common. All these issues are a cost to an organization. However, this is not an unmanageable problem. It can be reduced by, good people management strategies.

COURSE OUTLINE:

UNIT 1 : DISCIPLINE

UNIT 2: HOW TO MANAGE BAD APPLES BEHAVIOURS

UNIT 3: ABSENTEEISM

UNIT 4: COUNSELLING PROCESS

UNIT 5: GRIEVANCE HANDLING

UNIT 6: DOMESTIC INQUIRY PROCEDURES

UNIT 7: THE HEARING

TARGET AUDIENCE/GROUP:

All department heads, executives, officers, engineers, supervisors that need to manage discipline, handle grievances and also be involved as panel members in a Domestic Inquiry. Also all Human Resource personnel who handle disciplinary matters.

For more information, please contact:

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