

Manager's Rights Under Employment Act and Enforce Workplace Discipline

WORKSHOP OBJECTIVE

This workshop is specially designed for managers to understand and apply their rights, responsibilities and role under the Employment Act and to enforce workforce discipline so that there is workplace harmony. Using the facilitator's direct and real (not as 3rd-party viewer or consultant) experiences in corporate enterprises to provide practical tips and insights for managers to manage workplace discipline effectively and to correct recalcitrant, wilful and defiant behaviours.

WORKSHOP OUTLINE

- Discipline, Principles of Natural Justice and Hot-stove rule
- Grievance, Misconduct and Progressive Discipline
- Types of Punishment
- Take Disciplinary Action
- Differences in Termination, Contractual Termination, Dismissal, Constructive Dismissal and Retrenchment
- Misconduct under the Employment Act – annual leave, sick leave, holiday, authorized deduction
- Work hours and overtime
- Discipline process and roles
- Disciplinary procedures and Grievance Procedure
- Investigation and "Due Inquiry"
- Drafting a warning letter
- Managing objections/seeking understanding – accused and management

FOR WHO

Human Resource Professionals | Directors | Managers | Department Heads

FACILITATOR

Nelson Lee has more than 30 years of HR experience and held various HR roles in MNC, SME and non-profit/not-for-profit organizations; he started his career as an Industrial Relations Officer and was appointed to the Union's Executive Committee soon after joining (which was a rare appointment then); he rose to senior roles such as the Regional HR Head/VP HR of a listed-conglomerate, first Group HR Director reporting directly to the Executive Chairman, Chief Human Resource Officer of a not-for-profit ASEAN-like organization with 3 business Divisions – Language teaching, Hotel and Examination, and Founding CEO of the Institute of Human Resource Professionals (a tripartite company set up by MOM, NTUC and SNEF). He is now the CEO of Eliteus Pte Ltd.

He was awarded the "Leading HR Leader" by the Singapore Human Resources Institute (SHRI) in 2010 and personally-lead negotiations with FDAWU, UWEEI, SMMWU, SMWEU, SISEU, Batu, ESU and NTWU. He was on the Boards of NACLI (National Community Leadership Institute, a training organization of the People's Association), SD Edible Products Ltd, SD Plantation Europe Ltd, SD Plantation Investment (Liberia) Pte Ltd, Kwang Joo Seng (Malaysia) Pte Ltd, SD Eastern International Ltd and SD Management Services (S) Pte Ltd and was a member of the Workforce Development Agency (WDA) Training and Adult Education Skills Council and the Ministry Of Transport industry-wide Electric Vehicle (EV) Manpower Development Taskforce.