Manage Discipline and Conduct Board of Inquiry (BOI)

DATE/TIME

9.30am to 5.30pm
(7 hours)

VENUE

To Be Confirmed

FACILITATOR

Nelson Lee
CEO, Eliteus Pte Ltd

CLASS SIZE

6-16 participants

WORKSHOP FEE

S$680 per participant, includes a workbook, e-certificate, lunch and tea-breaks.

MORE INFORMATION

Email to
enquiry@eliteus.com.sg

Note: Minimum group size is required for a confirmed class. Eliteus reserves the right to postpone/cancel the scheduled session before its commencement if minimum class size is not met. The workshop venue may also be subject to change.

WORKSHOP OBJECTIVE

This interactive workshop is specially designed based on the facilitator's direct and hard (not as 3rd-party viewer or consultant) experiences in corporate enterprises. It will provide practical tips and insights using true and real-life cases and learn to manage workplace discipline effectively. Participants will experience a 'painful' and an eye-opening BOI role play where the accused is able to defend oneself to become the victim and turn the inquiry upside down.

By learning the intricacies of BOI and dynamics of employee's behaviour, it will prepare employers and HR to conduct a "good" due inquiry and to mitigate the risk of "wrongful" dismissal.

WORKSHOP OUTLINE

- Discipline and Principles of Natural Justice, Hot-stove rule
- Types of Punishment, Progressive Discipline, Disciplinary Procedures; differences in termination, contractual termination, dismissal and retrenchment
- Disciplinary process – investigation, evidence (balance of probabilities versus beyond reasonable doubt), prepare the charge, execute the punishment
- Disciplinary roles – investigator, prosecutor, witness, judge
- Drafting a warning letter
- Conducting investigation and writing an investigation report
- Preparing and writing a charge sheet
- Gross misconduct, criminal offence/police investigation, conviction by court
- Managing objections and seeking understanding from accused, union, and management
- Preparing and conducting the Inquiry; role of BOI Chairman and members, and union/employee representative; need for suspension and letter to attend inquiry

FOR WHO

Human Resource Professionals | Directors | Managers | Department Heads

FACILITATOR

Nelson Lee has more than 30 years of HR experience, of which more than half at a senior and C-suite level. He held 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 management and C-suite roles such as the Regional HR Head/VP(I) HR of a listed-conglomerate, first Group HR Director (1 of 3 C-suites) 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.