

# Manager's Rights Under Employment Act and Enforce Workplace Discipline

## DATE/TIME

9.30am to 5.30pm  
(7 hours)

## VENUE

Metropolitan YMCA  
60 Stevens Road  
Singapore 257854  
(Nearest is Stevens MRT  
Station - DTL & TEL)  
(Free parking until full)

## FACILITATOR

Nelson Lee  
CEO, Eliteus Pte Ltd

## CLASS SIZE

6-16 participants

## WORKSHOP FEE

S\$580 per participant,  
includes a workbook, e-  
certificate, lunch and tea-  
breaks.

## MORE INFORMATION

Email to  
[enquiry@eliteus.com.sg](mailto: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 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 3<sup>rd</sup>-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, 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 2 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.