



Employees Grievances Handling and Disciplinary Actions

(According to Employment Laws)

Timing: **09:00 am – 05:00 pm**

28th March at Movenpick Hotel Karachi

4th April at Royal Palm Golf Club Lahore

Workshop Investment PKR: **15,500/-**

Course Director

Asif Amin



Course Introduction:

Workplace grievances may occur as long as there is an Employer-Employee relationship. When grievances are not identified and handled amicably, employee morale can be affected, leading to lower engagement level and productivity, and higher attrition as employees lose confidence with the leadership.

Disciplinary action is sometimes necessary to maintain the decorum of the organization. Grievance handling and disciplinary actions are both challenging aspects of employee management, but it has got to be done when the need arises. Without knowing legal criteria and legal obligations, disciplinary action may lead towards severe litigation problems which may cost organization severely.

This workshop is especially designed for Human Resources, Industrial & Employee Relations Professionals that how to conduct disciplinary action against Employees with sound legal understanding and how to avoid Legal loopholes in disciplinary actions according to the theme of Employment Laws.

After this workshop Participants will learn how to avoid long lasting litigation and will be able to conduct & follow proper legal procedure for Disciplinary Actions against Employees as per Employment Law of Pakistan.

Some Complications in Disciplinary Actions will also be addressed:

- What are the major ingredients of Misconducts ?
- What are Disciplinary Secrets ?
- What is Inquiry Proceeding Structures?
- How to determine Workmen and Non-Workmen ?
- How to do Simple Termination to Employees ?
- How to do Bulk Layoffs ?
- How to avoid misuse of leave ?
- How to frame charges on multiple misconducts ?
- Qualification of Inquiry Officer ?
- What are compliance of court issue stay orders ?
- Enquiry of Office Bearers of Trade Union ?
- Qualification of Decision Making Authority ?
- Major Lacuna in Disciplinary Actions ?

Course Contents

- Employee Discipline as per Labour Laws
- Employees Categories as per Labour Laws
- Employee Grievances & Redress of Grievances
- Disciplinary Action as per Labour Laws
- Types & Categories of Employees
- Show Cause Notice & Charge Sheet
- Time Bar Charge Sheets
- Mistakes in Charge Sheets
- Misconducts & Non-Misconducts
- Classifications of Misconducts
- How to conduct Enquiry
- Enquiry Procedure as per Labour Laws
- Cross Examinations in Enquiry Proceedings
- Role of Inquiry Officer
- Limitation Period
- Office Bearer of Trade Union and Enquiry reactions
- Loopholes in Enquiry Procedures
- Case Laws of Enquiry Defects
- Case Laws of Re-instatement
- Natural Justice & Social Justice according to Employment Laws
- Guilty of Misconduct as per Labour Laws
- Punishments & Penalty Procedure as per Law
- Major Changes in Federal & Provincial Laws
- Judicial Forums for Employees
- Termination, Dismissal, Suspension, Discharge,
- Layoffs, Retrenchment, Resignation, Retirement
- How to take Prohibitory Orders from Courts
- Legal Remedies & Defenses
- Legal Dues

Who Should Attend?

- General Manager
- Consultants
- Free Lance Professionals
- Account Professionals
- Finance Professionals
- HR Professionals
- IR & ER Professionals
- Factory Managers
- Legal Professionals
- CFO
- Company Secretary
- Business Owners



Some Previous Workshop Photographs conducted by Mr. Asif Amin



Trainer's Profile



Mr. Asif Amin (Advocate) has over 16 years of service experience in multi-national and national organizations. Some of his renowned serving organizations' sectors include Pharmaceutical, Banking, Telecommunication, FMCGs, Health Care etc. He has conducted numerous workshops on corporate management & legal topics, imparted training to employees of various leading multi-national and well known organizations in Pakistan. He has provided training to over 4000 professionals from more than 400 plus leading MNCs and Well Known Corporate Organizations in Pakistan. He is enrolled Advocate and being a Legal Consultant specific dealing in Human Resources Management, Industrial Relations, Employment & Commercial Laws. He has also participated in various Live Business Talk Shows.

Following is a list of Corporate Clients



For registration(s) send us your Name, Designation, Organization, Mobile, E-Mail and Postal Address to
register@quickbizgroup.com

Quickbiz Group Office No. 403 Tahir Plaza, Sultan Ahmed Road, Block # 7 & 8
JCHS, Karachi. Contact: 021-34209142 Mobile: +92-343-2508186, +92-300-2386411
www.quickbizgroup.com

Quickbiz
Training | Conferences | Publications

Quickbiz Cancellation Policy:

Substitutions are welcome. cancellation must be confirmed by email. For cancellation made in the 05 working days to the workshop, no refunds will be given.