

'Managing Poor Performance'

6th April, 2018, Friday, **3:00pm – 5:00pm**

Selangor Bar Committee Auditorium

No. 41, Jalan Bola Jaring 13/15

Seksyen 13, 40100 Shah Alam

2 CPD points

Registration Fee Inclusive of GST: Members of the Bar RM53, Pupils in Chambers RM21.20 &

Non-Members RM106

Talk Outline:

- **Poor Performance vs Misconduct**
- **Common Performance Issues**
- **Procedure**
 - **Warning**
 - Must warning be in writing?
 - What about verbal reminders?
 - **Sufficient Opportunity to improve**
 - **Employee failed to sufficiently improve his performance**
- **Poor Performance of Probationer**
- **Poor Performance of Senior Employee**
- **Pitfalls to Avoid-Case Studies**

About speaker – Ms Wong Keat Ching

Keat Ching is a Partner of the Industrial Relations practice group at ZUL RAFIQUE & Partners. She holds a Bachelor of Arts in Law (Hons) from the University of Nottingham and the Certificate in Legal Practice (CLP). She was admitted as Advocate & Solicitor of the High Court of Malaya in 1998.

Keat Ching is listed in **Chambers Asia Pacific** and the **Asialaw Profiles** under Labour and Employment.

Keat Ching is an active litigator in the Malaysian Courts. She has appeared in the **Federal Court** to argue issues such as the High Court's supervisory powers over Industrial Court decisions, dismissal of trade union officials, proportionality of punishment and gender discrimination in retirement age. She also handles **contractual disputes** in the civil courts.

Apart from cases involving **discipline, investigation of misconduct and dismissal**, Keat Ching also provides regular advice on **corporate restructuring** affecting employees, in particular M&A exercises; voluntary separation scheme (VSS); restructuring of senior management positions; establishment and closure of foreign companies in Malaysia as well as **labour due diligence**.

I would like to register for the event

Name: _____

BC/Petition/NRIC No.: _____

Email: _____

Member Pupil Non-member (Tick where applicable)

Name of Firm/Organisation: _____

Address: _____

Tel: _____ Fax: _____

Date: _____ Signature: _____

Registration must be accompanied with payment to guarantee your place and is on a first-come first-served basis.

Cash/Cheques should be crossed and made payable to: SELANGOR BAR COMMITTEE. Direct payment CIMB: 8001949396

Please return this completed form together with the total registration fee to:

Selangor Bar Committee
No. 41, Jalan Bola Jaring 13/15, Seksyen 13, 40100
Shah Alam, Selangor Darul Ehsan
Tel: +603 5519 6219 Fax: +603 55199037

The Organisers reserve the right to make any changes deemed to be in the best interest of the event.

Fee paid is non-refundable unless the event is cancelled by the Organisers. If a participant is unable to attend, a replacement is allowed provided the Selangor Bar is notified in writing of the name of the new participant(s) at least 48 hours prior to the commencement of the event.

Registration will begin 60 minutes before the event. Please be punctual.

Certificate of attendance will be given upon completion of the whole event to participants who have attended until the end of the event. However, certificate of attendance shall not be awarded to those participants who attend this event after 15 minutes upon its commencement.

Please be advised that certain supplies of goods and services that we make may be subject to GST and we are required to levy GST on such taxable goods and services from 1 April 2015.

Kindly also note that we reserve the right to implement any necessary changes to our policies on goods and services that we may supply or on supplies we may receive from vendors.



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Selangor Bar Continuing Legal Education &
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