

Termination of Employment: Legal Obligations and Best Practices.

The employment relationship is one of the central pillars of our socio-economic framework. Its importance cannot be overemphasized. And it is more so when it comes to terminating the employment relationship. Hence it is imperative that both employer and employee terms and conditions are fully informed of their legal rights and duties.

This workshop sets out to help participants understand the various forms of employment termination, the legal obligations of the initiator, the payments due to either party and best practices that can be implemented to ensure a smooth transaction of the separation process.

What you will learn

This session aims to help participants understand the different aspects of termination and the practices that should be implemented so as to be fully compliant with the Employment Law and to safeguard the reputation of company and the leadership team of the organization. This is also the best opportunity for the organization to improve its communication and engagement strategies.

Course Outline

- What is termination of Employment and Scope of Employment Act?
 - What are the various forms of termination and its applications?
 - What is a grievance process?
 - What is a disciplinary process?
 - When do you suspend an employee?
 - Responsibilities of employer and employee before and during the various forms of termination.
 - What are the common situations that give rise to discussions of termination? What approach can you take?
 - How would you implement and use the following processes before activating a termination? Grievance, investigation, suspension, disciplinary, counseling, performance coaching and performance improvement.
 - What process needs to be in place to ensure any type of termination meets legal compliance.
 - What happens after the termination?
 - What are some best practices that can be implemented at the company?
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Methodology

We will employ a combination of lectures and group discussions to provide an impactful learning experience.

Who Should Attend

HR Managers, HR Executives, HR Business Partners, Line Managers, Supervisors, Team Leaders and those who interested in this important area of employment law.

Workshop Trainer (Jude Teo)

With well over 20 years of extensive hands-on Human Resource experience in the Pharmaceutical, Petrochemical, Electronic and Medical Devices / Instruments and Aerospace Industry, Jude is experienced in all aspects of human resources including the setting up of new HR departments, the recruitment & selection process, compensation and benefits, performance management, development of effective HR policies, development of HR work flow processes and Organizational Development.

Prior to starting his own consulting firm, Jude served as the Head of Human Resources for various multinational companies from the pharmaceutical, chemicals and medical instrument companies. He had also successfully led several new multinational start-up projects formulating HR & HRD Strategies and Policies to support new business needs of the Company and ensuring the Employment Act and relevant government regulatory requirements are met.

He has a wealth of knowledge and experience in HR and co-founded The HR III Pte. Ltd. To provide professional and reliable training, recruitment and human resource cost effective services to companies.

Administrative Details

Course Time	1 day (9:00 – 5:00pm)
Course Fees	S\$ 450 nett. (GST is not applicable) It includes course materials, tea breaks and lunch.
Class Size	Min 5 to start class
Venue	167 Jalan Bukit Merah Tower 4 #02-14 Singapore 150167 (Note: Venue may be subject to change)
Online Registration	www.hr3.com.sg
