

**Course Title:****Essential Understanding of Law of Dismissal & Employment Termination****Overview:**

Employment Terminations and Employee Dismissals are no longer uncommon in today's dynamic industry and context. Such decisions are made every day by organisations and employees alike in Singapore and many other countries too.

Inadvertently, it is important and essential to understand the implications, impact and insights of how to manage, handle and react when terminations and dismissal do occur in your organisation. Company leaders should be knowledgeable in their obligations to their stakeholders and avoid being caught in a unfavourable situation, while employees should also know their rights when undergoing terminations or dismissals.

This one-day workshop will provide participants with the necessary knowledge and applications in variety of circumstance on how to deal with these issues from both the employer's side and the employee's side.

**Objectives:**

By the end of the workshop, participants will be able to:

- To understand the process and considerations when initiating termination & dismissal
- To understand the legislated Employer's and Employee's obligations of a contract
- To understand the psychological contract & acceptance/rejection of a resignation
- To understand the Frustration of a contract & its implications
- To understand the types of termination clauses in employment contracts
- To understand the obligations & limitation of actions in an employee disciplinary process

**Program Outline:****1) Legislative Definition Termination and Dismissal**

- Difference between contract termination & dismissal
- Which party has the right to terminate a contract
- How to avoid & manage the frustration of a contract
- The case of Rejection of Resignation & the psychological contract
- Employer's and Employee's obligations during termination of contracts

**2) Organisation's & Employees' Compliance**

- Termination with Notice and without Notice

- Waiver of Notice Periods
- Start and end of Notice Period
- Managing Authorised Leaves during terminations
- Termination documentation
- Managing legislative benefits during Notice Period, eg: CPA contributions, Reservist Training, FWD, SDL, SHG contributions, etc.

### **3) Organisation's HR Obligations**

- Due diligence and an evidence-based disciplinary process
- Counselling and corrective actions for disciplinary cases
- Outplacement and support for retrenchments
- Pre-mature termination of term-contract & temporary employees
- Avoiding and handling wrongful dismissals

#### **Who Should Attend**

Managerial and Executive staff, Heads of Departments, HR Managers, Non-HR Managers, Compensation Managers, and any personnel who is involved in personnel management.

#### **Training Methodology**

Lecture, activities, group discussions and case studies

#### **Training Duration**

1 Day (8 hours)