

Dear Sir/Madam,

Greetings from Academy of Learning Limited.

Hope this email finds you well. We are delighted to offer you a day long Training on “Bangladesh Labour Law & Rules, Disciplinary Action and Domestic Enquiry” on Friday, 27 April, 2018 at Academy of Learning Ltd., Padma Life Tower, 115, Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka-1000. Please find the programme details as below:

Training on

BANGLADESH LABOUR LAW & RULES, DISCIPLINARY ACTION & DOMESTIC INQUIRY.



Course Overview

HR, Compliance & Administrative Professionals need to be well conversant with the contemporary Labour Laws, Rules and Regulations set by the state to run an organization. It is not at all desirable to face difficulties and confusion while implementing fair HR practice within organization. To uphold the reputation and good branding of the organization, the HR practitioners must follow Bangladesh Labour Act, 2006 and Labour Rules, 2015 in workplace. Keeping this view in mind, the course is designed with a view to provide the participants with practical knowledge on Bangladesh Labour Act, 2006 and Labour Rules, 2015 & its recent amendments.

On the other hand, discipline, indeed is the very basis of a well organized and established enterprise. It forms the backbone of the industrial management. Organization cannot function without limits are set with certain code of conduct. Functioning well as set is generally described as maintenance of discipline.

Handling disciplinary cases and maintaining industrial harmony in the organization is not an easy task. The root cause of disciplinary action is misconduct. Hence, it is important to understand what precisely amounts to misconduct. Sometimes spending time and money in conducting domestic enquiries may result in a total failure for a small mistake in handling the exercise. Consequently, it vitiates the whole enquiry. “No one shall be condemned be unheard” is one of the basic principles of natural justice. This equally applies to the domestic enquiries. The law of the land requires that everyone shall have fair opportunity of defending oneself in a fair and proper enquiry. The delinquent employee and his defense assistant also play all kinds of tactics to delay and scuttle the action of the management. In many cases the managers are not properly equipped to efficiently handle disciplinary cases. Handling disciplinary cases requires intelligent and efficient handling by the skilled and experienced persons.

Methodology:

Lectures, Power Point Presentation, Videos with Important Tips, Interactive Discussions, Games, Role Play, Individual & Group Works, Case Study.

Friday, April 27, 2018
10:00 am to 05:00 pm
Participation
BDT 3,000+VAT

Registration Deadline: 26 April, 2018.

Course Contents:

Part A: BLA-2006 & BL Rules-2015

1. Introduction of BLA-2006 & BL Rules-2015
2. Definition of worker with example
3. Classification of worker
4. Types of Separation
5. Misconduct & Punishment
6. Termination
7. Grievance handling
8. Maternity benefit calculation
9. Welfare (First aid, canteen, rest room, child room, group insurance)
10. Working hour, OT calculation and leave
11. Trade Union & CBA

Part B: Disciplinary Action & Domestic Inquiry

1. Traditional Inquiry & Modern Inquiry
2. Preliminary Inquiry
3. Steps of Inquiry
4. Inquiry Officer Nomination
5. Inquiry proceedings
6. Suspension pending inquiry
7. Draft Charge sheet/show cause letter, inquiry notice, inquiry report, dismissal letter etc
8. Inquiry Conducting system with practical example
9. Consideration of the report
10. Mock Test



Who Can Attend

Management/ HR professionals/ Functional Heads/Anyone who wants to build up their career in HR, Compliance, Admin Dept.

Certificate

Those attending the training will be awarded a certificate of participation in the training on "Bangladesh Labour Law & Rules, Disciplinary Action and Domestic Enquiry".

Resource Persons



Abul Hashem Mazumder

MBA (HRM), PGDHRM, LLB
Head of HR, Mirpur Ceramics &
Khadim Ceramics Limited
Fellow & Treasurer, BSHRM

Mr. Abul Hashem Mazumder has more than 20 years of working experiences in leading Group of Companies and Service sector In the area of HR Planning, Recruitment & Selection, Industrial Relation, Compliance of Labour Law, Policy Making, General HR & Administration Sand so on.

Before Joining at Mirpur Ceramic Ltd. & Khadim Ceramics Ltd, Mr. Hashem worked with PARTEX GROUP as Manager (HR & Admin).

Mr. Hashem teaches on HRM, IR in different Universities and also conducts different training programs on various topics including Labour Law, Disciplinary action in different training Institutes.



Rashedul Hasnat

MBA, PGDHRM, MSS, LLB, BSS (Hons)
Expert in Talent Management
& Labor Law

Mr. RashedulHasnat is Trainer and HR specialist having more than 10 years of experience in Factory and Corporate HR (FMCG, Garments, Manufacturing& Service Industry, Hospital)At present Mr. Hasnat is working in Transcom Beverages Ltd. (Franchisee of PepsiCo Inc). Mr. Hasnat is trained from Singapore HR Institute (SHRI) at Singapore on CBI & Selection Techniques.

Mr. Hasnat is a member of BSHRM and MIHRM-(Malaysia). He is a certified Master Trainer from PepsiCo.-India. He is an expert trainer in "Talent Management" and "Labor Law & Disciplinary Action". Mr. Hasnat conducted lots of training in different organizations and training Institutes. He has expertise in the area of HR Planning, Recruitment& Selection Techniques, General HR, Labour Law, Disciplinary Action, Industrial Relation & Compliance Management. He has conducted lots of domestic inquiry as a member of inquiry committee with professional Experts.

Thanking you.

With warm regards,

Head of Academics
Academy of Learning Limited.