

Who Cannot Afford to Miss?

- HR Managers
- IR Managers
- Admin / Factory Managers
- HR Executives / Officers Consultants
- Other people who are involved in dealing with the labor and related matters.

About Softax

Softax (Pvt) Limited has been established in 1997 with an objective to part with affordable quality training in the fields of Taxation, Corporate Laws, Internal Audit, Information Technology, HRM, Accounting and Finance etc. by introducing a unique teaching concept of "learning for solutions". Today Softax is proud to have trained over 20,000 Corporate Executives and arranged more than 700 workshops and short courses.

Resourse Person:

Mr. Asif Amin has over 16 years of experience in multi-national and national organizations. Some of his renowned serving organizations' sector includes 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 is enrolled Advocate and being a Legal Consultant, he has expertise in Human Resources Management, Industrial Relations & Employment Laws.

Programme Detail:

Date: September 27, 2016 (9:30 AM to 4:30 PM)

Last date: September 23, 2016

Venue: Regent Plaza, Karachi.

Registration Details:

Please send the following information of the participant(s) through e-mail:

1. Name of Participant
2. Designation
3. Organization
4. Telephone #
5. Cell #
6. E-mail

Note: Participant(s) will only be confirmed on receipt of Cash/PO/Cheque/DD in favor of Softax (Pvt) Limited before last date.

Contents:

- Retrenchment as per Employment Laws (2010 to 2016 Latest Changes)
- Retrenchment Procedure as per Employment Laws
- How and When Retrench Employees
- Legal Grounds of Retrenchment
- Employee Discipline & Labour Laws (2010 to 2016 Latest Changes)
- Employees Categories as per Labour Laws
- Employee Grievances & Redress of Grievances
- Disciplinary Action as per Labour Laws
- The Role of Trans-provincial Organizations
- Show Cause Notice & Charge Sheet
- Time Bar Charge Sheets
- Mistakes in Charge Sheets
- Types of Misconducts (2016 Latest Changes)
- How to conduct Enquiry
- Enquiry Procedure as per Labour Laws (2010 to 2016 Latest Changes)
- Office Bearer of Trade Union and Enquiry reactions
- Enquiry during Industrial Disputes
- Enquiry in Women Harassment Cases
- How to constitute Enquiry Board on Women Harassment matters
- Enquiry Board working on Women Harassment Cases
- How to conduct Enquiry on Women Harassment matters
- 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
- Judicial Forums for Employees
- Termination, Dismissal, Suspension, Discharge
- Layoffs, Retrenchment, Resignation, Retirement
- How to take Prohibitory Orders from Courts
- Legal Remedies & Defenses
- Legal Dues

Workshop Investment:

Up to last Date: **Rs. 10,995/-**

After last Date: **Rs. 11,995/-**

(Inclusive of Course Material, Relevant Case Studies, Lunch, Tea, and Certificate of Participation.)



For more information and registration:

Mr. Mujtaba Qayyum

(Workshop Coordinator)

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Softax (Pvt) Limited

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