



Malaysian Iron & Steel Industry Federation

Co. Reg. No. 76350P GST Reg. No. 001781899264

17 June 2025

By email

**CIRCULAR TO ALL MEMBERS
(C14/2025)**

Dear Members,

Workshop on Managing Poor Performance & Disciplinary Issues

Join us for the “Managing Poor Performance and Disciplinary Issues” workshop on 14 July 2025, designed to help participants effectively address common workplace challenges such as negligence, frequent absenteeism, tardiness, missed deadlines, and excessive leave. This practical session will equip you with the tools to manage underperformance constructively and enhance overall employee accountability and team productivity. Ideal for those looking to strengthen their leadership and HR management skills. Join us now.

Date: 14 July 2025 (Monday)

Venue: MISIF Training Room

Time: 9.00AM – 5.00PM

This program is HRD Corp claimable. For registration or further enquiries, please contact MISIF Secretariat at ajjoo@misif.org.my or 03-5513 3970

Thank you.

Yours sincerely,

Ng Mor Kiang
Chief Executive Officer