

Softskill in incident investigation

Incident Investigation is a process to identify the causes of an incident so lesson can be learnt and recurrence can be prevented and able to identify the key elements of an incident occurred will help to produce an accurate incident analysis and reporting.

Objectives

- To understand the process of information gathering during investigation
- To equip participants with the knowledge on how to gather information
- Enable participants to acquire interviewing skill to be applied during an incident investigation

Topics

- Information Gathering
- Investigation Team selection
- Interviewing do & donts
- Planning an incident investigation

Target Group

- Safety & Health Officers
- Safety / Production Managers
- Safety & Health Committee
- Security Officers
- Supervisors
- Technicians
- Safety Trainers

05 CEP POINTS

HRDF
CLAIMABLE

Venue & Date

RM 280 /pax

Kuala Lumpur

12 Apr 2018

22 Nov 2018

Best Western PJ

Johor Bahru

10 May 2018

M-Suites Hotel

Kuching

12 Jul 2018

Merdeka Palace

Pulau Pinang

16 Aug 2018

Sunway Hotel

K. Kinabalu

20 Sep 2018

Grandis Hotel

Participants will be able to assist in incident investigation process to identify the key elements on why an incident occurred.



SECTION A – COURSE DETAILS

COURSE TITLE

COURSE DATE

SECTION B – PARTICIPANT DETAILS

FULL NAME
(as per IC)

IC NO

AGE

EMAIL

MOBILE NO

COMPANY

DESIGNATION

SECTION C – PAYMENT DETAILS

SPONSOR
(please tick)

SELF SPONSORED

COMPANY SPONSORED

TAX INVOICE
REQUIRED?

YES

NO

COMPANY
NAME

COMPANY
ADDRESS

PERSON IN
CHARGE

DESIGNATION

EMAIL

PHONE NO

SECTION D – REGISTRATION FEES

COURSE
FEE

PAYMENT METHOD

Cheque

Bank Transfer

Account Details :-

Bank : **CIMB ISLAMIC**
 Account Name : **KHALIL SAFETY CONSULTANT SDN BHD**
 Account Number : **860 177 1112**

SECTION E - DECLARATION

I hereby declare that I am an authorized representative of the company with full power and authority to sign and deliver this application form. The Company listed on this application and form agrees to comply with all the terms and conditions contained in Section F of this form, and all the terms and conditions adopted by the Training Provider from time to time.

Applicants Signature

Authorized Officer's Name

Authorized Officer's
Signature

Date

Authorized Officer's Designation

Date

COMPANY'S OFFICIAL
STAMP