



Chairing / Initiating Disciplinary Hearings

Suitable for:
Supervisors, Managers, HR Practitioners, Shop Stewards

Course duration: 2 days

NQF level: 6

Course objective:

Unnecessary costs and frustrations of CCMA/ Bargaining Council awards can be avoided - through sound industrial relations practices and understanding of the law.

By investing in this workshop you will be able to ensure that

- your managers and supervisors are trained and competent to initiate and preside over disciplinary hearings and chair grievance meetings
- your Shop Stewards are trained and competent to constructively represent employees

Course content and outcomes:

Discipline and disciplinary hearings in the workplace

- Fundamental premises that should apply to all disciplinary action
- Typical causes of disciplinary problems in a workplace
- The classification of transgressions relating to unacceptable conduct
- Resignation to Avoid Dismissal (RTAD)
- Initiating a disciplinary enquiry, collecting evidence, preparing witnesses
- Opening statements, closing arguments, presenting the evidence, cross-examining witnesses and redirecting
- The impermissible splitting of charges, and independence of transgressions
- Procedural and substantive fairness
- The rules of evidence applicable to disciplinary enquiries in the workplace
 - The admissibility of evidence, allegations, evidence and facts
 - Real evidence, admissions and confessions
- Deciding the merits of the case



Dismissals: Unfair dismissals and unfair labour practices

- The right not to be unfairly dismissed
 - Automatically unfair dismissals, other unfair dismissals
 - Code of good practice: dismissal (Schedule 8)
- Disputes about unfair dismissals, the burden of proof, remedies

Contact us to register or arrange in-house training:

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