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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