



# Managing Discipline and Initiating Disciplinary Hearings

**Suitable for Supervisors and Middle Managers**

Course duration: 2 days

NQF level: 5

### Course objective:

- ✓ Ensure that Supervisors and Middle Managers are competent to instill a culture of discipline within their teams
- ✓ Ensure that Supervisors and Middle Managers are competent to issue counsellings, verbal warnings, written warnings and final written warnings
- ✓ Ensure that indiscipline and poor performance matters are dealt with progressively, fairly and consistently throughout your organisation

### Course content and outcomes:

- An introduction to the disciplinary process and its purpose
- Fundamental premises that should apply to all disciplinary action
- Typical causes of disciplinary problems and poor work performance problems
- What are the main causes of indiscipline and poor performance in your workplace? What can you as supervisors do to remove these causes?
- 3 main causes of indiscipline and poor performance – how to correct them:
  - Poor communication
  - Unclear procedures, standards and rules
  - Supervisor and team leader styles of leadership and control
- Understanding your disciplinary code, and the procedures for performance and disciplinary meetings: counsellings, verbal warnings, written warnings, final written warnings
- How to carry out disciplinary and poor performance meetings, and issue the appropriate corrective processes and / or disciplinary warnings
- Role-play exercise on issuing a disciplinary warning for time-keeping
- Role-play exercise on issuing a counselling for poor performance
- Role-play exercise on issuing a written warning for poor performance
- Drafting a Performance Improvement Plan
- Setting up a date and time for review and follow up
- Initiating and leading evidence in disciplinary hearings

Contact us to register or arrange in-house training:

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