



Initiating and Chairing Disciplinary Hearings

Disciplinary hearings are a common occurrence in the workplace and are a part of the manager's and shop steward's daily functions. Both employees and employers are entitled to fair labour practices. Employers must know how to investigate misconduct and charge employees appropriately. This programme will provide delegates with practical guidelines on the initiation and chairing of disciplinary hearings.

Structure

This programme will be delivered over 3 days. Delegates completing the programme will receive a certificate of attendance.

Who should attend?

- Managers and directors from public and private sector
- Business owners and entrepreneurs
- HR practitioners
- Shop stewards
- Chairpersons
- Complainants
- Union Representatives

Upon completion of the programme, delegates should be able to:

- Implement a disciplinary code;
- Prepare, investigate and formulate the appropriate charges for a disciplinary hearing;
- Identify and deal with disciplinary matters from inception;
- Identify the difference between misconduct and poor performance; and
- Collect and prepare evidence in a hearing.