

Chairing Disciplinary Hearings

Duration: 3 Days (08:30 - 16:00)

Overview:

The objective of this workshop is to provide participants with skills in participating in disciplinary inquiries. After completion of the workshop, the delegates will be in a position to effectively understand relevant labour legislation that applies to employee discipline within the South African legal framework, including being able to identify and apply relevant labour legislation and case law.




Audience:

This programme is designed for Managers and Trade Union Organisers that require a detailed working knowledge and understanding of Labour Relations as it applied to Disciplinary Hearings. This course is designed to advance your understanding of labour relations management, CCMA processes, and relevant labour legislation.

Pre-requisite to attend:

None

Course Outline:

No.	Level Topics
1	Applicable Labour Legislation
	 Statutory Bodies (CCMA, Bargaining Councils, Private Agencies, Labour Court, Labour Appeal Court) Misconduct Types of dismissal
2	Preparation for the Hearing Part 1
	 Procedural & Substantive Fairness The Transgression The Investigation Evidence in Disciplinary Hearings Witness Statements Compiling the Charge Sheet Employee representation in hearings The Notice of Disciplinary Hearing
3	Preparation for the Hearing Part 2
	 Electing a Chairperson The participants in the hearing Summary of steps in a formal hearing Procedure for a Formal Disciplinary Hearing A step-by-step guide for the Chairperson including case law Role Plays

Sales Hours: Monday to Thursday 08:00-17:00 and Fridays until 16:00

[Click Here to Book Now](#)

Sandton: 011 262 2054 - Centurion: 012 643 1409 - Boksburg: 011 918 1319 - Gateway: 031 5847219 - Cape Town: 021 5316803