

Disciplinary Hearing Workshop

3 Day Workshop

Being equipped and knowledgeable in the field of Labour Relations is essential in today's labour market. Instituting disciplinary action is never pleasant but sometimes unavoidable. Knowledge and skill in this area eases the burden of such action, improves outcomes and prevents costly mistakes.

Chairing a disciplinary hearing needs to be done with knowledge and skill and within the parameters of the Labour Relations requirements. A disciplinary hearing can be regarded as an opportunity for mediation and can provide outstanding corrective outcomes, but can also form the basis of legitimate protective action within the framework of the law. This workshop will impart the necessary knowledge and skill in conducting a disciplinary hearing. The following areas will be addressed:

Institute Disciplinary Action	Conduct a Disciplinary Hearing
<ul style="list-style-type: none"> Identify and Categorise Transgressions. Formulate Charges. Implementation of Appropriate Procedures. Representation of an Employee at a Disciplinary Hearing. 	<ul style="list-style-type: none"> Conduct and manage the hearing. Implement procedure to handle non-dismissible offences. Hear pleadings. Take a decision regarding sanction. Procedures in informing the employee of and recording decisions. Correct procedures for proceedings and decisions.

Who should attend this workshop?

- HR Managers
- Managers
- Second Level Managers
- Heads of Department
- Section Heads
- Divisional Heads
- Shop Stewards
- Union Members and Representatives
- Those who need to have knowledge and understanding of labour and employee relations.
- Those who have staff members reporting to them.
- Supervisors

What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> This workshop will equip you with knowledge and skills in Conducting a Disciplinary Hearing and the legal requirement thereof. Improves employability. Improves productivity. Increases opportunities for promotion. 	<ul style="list-style-type: none"> Improved BEE scorecard. Compliance with the Skills Development legislation. HR and training and development functions. An informed Managers and HR Department. Improved mediation opportunities. Improved outcomes for disciplinary hearings. Improved Labour Relations and Productivity.

ENJO Consultants (Pty) Ltd

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 Web: www.enjoconsultants.co.za | Email: info@enjoconsultants.co.za



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

What does the Disciplinary Hearing workshop entail?

- The programme entails a 3-day non-credit bearing workshop.
- An attendance certificate will be awarded to those who complete this workshop.

What is included in this workshop?

- The workshop is facilitated by a subject matter expert.
- Attendance Certificate.
- Manual containing full workshop notes.

How do I book for this workshop?

- Those wishing to attend this workshop at ENJO Consultants can book for the various workshops according to the workshop schedule.
- Workshop dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants

What are ENJO Consultants' Credentials

- ENJO Consultants are accredited with the following bodies:
 - The South African Board for People Practices (SABPP) to offer this qualification.
Accreditation Number: 58116L125EC.
 - The Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA).
Accreditation Number: ETDP10602.
 - Media, Information & Communication Technologies Sector Education & Training Authority (MICT SETA)
Accreditation Number: ACC/2015/07/0048
- ENJO Consultants has established itself as a reputable targeted training solutions provider amongst various corporates and ETQAs.
- ENJO Consultants are also registered with COMENSA and SACE for a variety of training programmes.

Where will the workshops take place?

- ENJO Consultants: Company and Individual Bookings – workshops take place according to scheduled dates.
- ENJO Consultants: Group Bookings – workshops can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Workshops can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

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Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC



Disciplinary Hearing Workshop Overview

STUDY UNIT 1: IDENTIFY AND CLASSIFY TRANSGRESSIONS

- 1.1. Gathering Information Concerning Alleged Transgression
The Importance of Information Gathering
Workplace Surveillance
- 1.2. Classifying Transgressions
- 1.3. Selecting A Procedure for Handling the Transgression
Legality
Disciplinary Code and Procedures

STUDY UNIT 2: IMPLEMENTING PROCEDURE TO HANDLE NON-DISMISSIBLE OFFENCES

- 2.1. Informing the Employee of The Alleged Transgression
- 2.2. Confronting the Employee
- 2.3. Implementing Disciplinary Action
Progressive Discipline
Disciplinary Counselling
- 2.4. Records of Disciplinary Action

STUDY UNIT 3: IMPLEMENT PROCEDURE TO HANDLE DISMISSIBLE OFFENCES

- 3.1. Further Investigation
The Case File
The Incident Report
Available Evidence
The Decision to Charge
- 3.2. INFORMING THE EMPLOYEE
Pre-Notification
- 3.3. MITIGATION AND AGGRAVATION

STUDY UNIT 4: REPRESENT EMPLOYEE AT A DISCIPLINARY HEARING

- 4.1. Analysing And Investigating an Allegation or Charge
- 4.2. Requesting Relevant Information from Employer
- 4.3. Preparing the Employee and Witnesses for The Hearing
- 4.4. Presenting the Employee's Case
- 4.5. Cross-Examining Witnesses
- 4.6. Lodging Relevant Appeals

STUDY UNIT 5: CONDUCTING AND MANAGING THE HEARING

- 5.1. Informing the Employee of The Allegation and His / Her Rights
- 5.2. Asking Relevant Questions to Ensure Proper Procedure
- 5.3. Conducting the Hearing in A Firm and Procedurally Fair Manner
- 5.4. Asking Questions for Clarification

STUDY UNIT 6: IMPLEMENTING PROCEDURE TO HANDLE NON-DISMISSIBLE OFFENCES

- 6.1. Summarising, Considering and Weighing Evidence in Terms of Probability
Bias Free Behaviour
- 6.2. Basing Decision on Analysis of The Evidence
- 6.3. Communicating the Decision to The Parties

STUDY UNIT 7: HEARING PLEADINGS

- 7.1. Granting Parties Opportunity to Plead Mitigation or Aggravation
Mitigation
Aggravation
- 7.2. Eliciting Information Regarding Mitigation and Aggravation

STUDY UNIT 8: TAKING A DECISION AS TO SANCTION

- 8.1. Considering and Weighing All Relevant Factors
- 8.2. Clear Reasoning

STUDY UNIT 9: INFORMING EMPLOYEE OF AND RECORDING DECISIONS

- 9.1. Considering and Weighting All Relevant Factors
- 9.2. Informing the Employee Verbally of Decision
- 9.3. Substantiating the Decision
- 9.4. Informing the Employee of His / Her Rights

STUDY UNIT 10: ENSURING THAT PROCEEDINGS AND DECISIONS ARE RECORDED

- 10.1. Recording the Procedure
- 10.2. Recording Reasons for Final Decisions

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