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Chairing Disciplinary Hearings Course

Duration

1 Day (08:30 - 16:00)

Objectives

Chairing Disciplinary Hearings course 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.

Who should attend?

N/A

Prerequisite

None

Course Outline

Day 1

1. Applicable Labour Legislation

- Statutory Bodies (CCMA, Bargaining Councils, Private Agencies, Labour Court, Labour Appeal Court)
- Misconduct Types of dismissal

Day 2

1. 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

Day 3

1. 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

To check the course schedule, location, pricing and to book online please visit http://www.multimediacentre.co.za/courses/chairing_disciplinary_hearings.php

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.