

CHAIRING A DISCIPLINARY HEARING

US 10985 / NQF Level 6 / Non-Credit Bearing

It is an expensive exercise for any business to hold a disciplinary hearing only to have the outcome overturned by the CCMA because of poor chairing. The responsible chair should confidently direct and guide proceedings to ensure a procedurally and substantively fair result.

This course gives delegates good insight into what is expected of a chairperson and how it is done.

WHO SHOULD ATTEND

- Managers, Business Owners who are involved in disciplining of staff;
- Those who are responsible for implementing or ensuring adherence to Labour Relations legislation in the workplace;
- Anyone who needs to gain an understanding of the procedures to follow when dealing with transgressions in the workplace;
- Anyone required to chair a disciplinary hearing;

HOW YOU WILL BENEFIT

Your business will become more compliant with Labour Relations legislation;

- You will be more confident in your dealings with disciplinary issues;
- You will spend less time at the CCMA;
- Labour issues will become just another management task;
- You will have the basic tools to make fair decisions in any disciplinary situation;

WHAT WILL BE COVERED

- Introduction to the Labour Relations Act including substantive and procedural fairness
- How the Chairman prepares for a hearing and the procedure in the disciplinary enquiry
- Conducting and managing the hearing
 - Informing the employee of the allegation and his/her rights
 - Ensuring that proper procedure was followed prior to the hearing (procedural fairness)
 - Conducting the hearing in a firm and procedurally fair manner
 - Following the correct procedure in a hearing
 - Recording proceedings – use our template for recording Minutes
- The sanction
 - Understanding the law of probabilities
 - Arriving at a decision as to sanction
 - Mitigating, aggravating and extenuating circumstances
- Reasons for final decisions as to guilt and sanction, are recorded

One-day course 08:30 -16:00

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