

INITIATING A DISCIPLINARY ENQUIRY

US 11286 / NQF Level 5 / Non-Credit Bearing

As an initiator representing your company, you require the knowledge and understanding to prepare for, and participate in, a disciplinary enquiry.

WHO SHOULD ATTEND

- Supervisors, Managers, Business Owners who are involved in disciplining of staff
- All those who are responsible for implementing or ensuring adherence to Labour Relations legislation in the workplace
- Anyone nominated to chair prosecute or participate in disciplinary proceedings

HOW YOU WILL BENEFIT

- You will learn what is required from an initiator in terms of current Labour Relations legislation
- You will be more confident in dealing with disciplinary issues
- By avoiding common pitfalls, you will spend less time at the CCMA
- Labour issues will become a more routine management task, as you will have the confidence to deal with staff in situations of misconduct and incapacity
- 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
- Understanding laws of evidence
 - Prima facie evidence
 - Circumstantial evidence
 - Corroborating evidence
 - Documentary evidence
 - In loco inspections
- Investigating and gathering information
- Preparing the charges
 - Using a Code of Conduct correctly
- Preparing the witnesses
- Preparing questions for the witnesses
- Your role within the enquiry
- Cross-examination and questioning techniques

One-day course 08:30 -16:00

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