

INITIATING A DISCIPLINARY ENQUIRY

Non-Credit Bearing

“Navigate Disciplinary Processes with Fairness and Compliance”

Workplace discipline is a critical aspect of maintaining professionalism, productivity, and fairness in any organisation. Yet, many managers and business owners struggle with disciplinary enquiries - either due to a lack of legal knowledge, fear of making mistakes, or uncertainty about their role in the process. A poorly handled enquiry can lead to costly disputes, low employee morale, and reputational damage.

This training equips you with the essential skills and knowledge needed to confidently initiate and conduct disciplinary enquiries in line with labour legislation. You will learn how to investigate incidents, prepare charges, present evidence, and apply fair decision-making - all while avoiding common pitfalls that lead to CCMA disputes. By the end of this training, you will have the confidence and tools to handle disciplinary matters efficiently, ensuring compliance, consistency and fairness in every case.

WHO SHOULD ATTEND

- Supervisors, managers, and business owners involved in staff discipline
- HR professionals and compliance officers ensuring adherence to labour laws
- Anyone appointed to initiate, chair, or participate in disciplinary enquiries

HOW YOU WILL BENEFIT

- Understand the role and responsibilities of an initiator in line with labour legislation
- Gain confidence in managing disciplinary matters effectively
- Avoid common pitfalls that could lead to unnecessary CCMA disputes
- Handle disciplinary issues efficiently, making them a routine part of management
- Apply fair and consistent decision-making in cases of misconduct or incapacity

One-day course 08:30 -16:00

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WHAT WILL BE COVERED

- **Introduction to the Labour Relations Act:** understanding substantive and procedural fairness
- **Laws of Evidence** – applying key principles:
 - Prima facie evidence
 - Circumstantial evidence
 - Corroborating evidence
 - Documentary evidence
 - In loco inspections
- **Investigating and gathering information:** ensuring a strong foundation for the enquiry
- **Preparing the charges:** using a Code of Conduct correctly
- **Preparing the witnesses:** ensuring clarity and credibility
- **Developing effective questions:** structuring questions to gather relevant facts
- **Understanding your role in the enquiry:** conducting yourself with professionalism
- **Cross-examination and questioning techniques:** strengthening your ability to test evidence