



## **CHAIRING DISCIPLINARY HEARINGS (1 DAY)**

**A SPECIALISED KWELANGA TRAINING INTERVENTION FACILITATED BY OUR LABOUR LAW SPECIALIST**

### **THIS COURSE IS ALIGNED TO UNIT STANDARD:**

Title:	Conduct a disciplinary hearing
Unit Standard ID:	10985
NQF Level:	6
Credit Value:	5

### **INTRODUCTION**

This Chairing Disciplinary Hearings programme gives the delegates the knowledge and understanding of conducting a disciplinary hearing as a Chairperson. This workshop will allow delegates to conduct hearings and to administer disciplinary principles in a fair and consistent manner.

### **WHAT THIS COURSE CAN DO FOR YOU...**

- Understanding the purpose of the Chairperson
- Understand the law of evidence and how it is applied in a disciplinary hearing
- Understand the roles and responsibilities of all parties in the disciplinary hearing
- Learn how to conduct and manage the hearing
- Learn how to take a decision as to sanction
- Understanding the documentation process of the hearing

### **TARGET AUDIENCE**

The workshop has open access to all individuals who need to chair a disciplinary hearing. Tools and skills learnt will enable the individual to be more organised and prepared for the chairing of a hearing, the evaluation of evidence presented during the hearing and determining the appropriate sanction.

## **COURSE CONTENT**

### **An Introduction to Disciplinary Principles**

- Progressive discipline vs. Punitive discipline
- The principle of “consistency”
- What makes an effective Chairperson Officer?
- Understanding your role as the Chairperson
- Requirements for a fair procedure
- Requirements for fair substance / reason

### **Evidence**

- The onus of proof
- Types of evidence
  - admissible
  - inadmissible
- Understanding the balance of probabilities

### **During The Hearing**

- The Chairperson’s checklist
- The accused rights
- The rules of representation
- Evaluating evidence presented
- Making a finding
- Aggravating and mitigating factors
- Deciding on an appropriate sanction
- Further rights of the accused
- Appeal hearings

### **Post Hearing Procedure**

- Documenting findings
- The final report and hearing minutes
- Preparing for the future

## TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role-plays
- Break-away sessions
- Relevant business exercises
- Presentations
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

## POST COURSE ASSISTANCE

### “Contact the Coach” – Post Course Support

Kwelanga Training strongly believes learning should include on-going assistance following training. Delegates can “Contact the Coach” via email or telephonically if they need support with additional queries/questions regarding the application of theory covered during the course at any time following the course.

## KWELANGA BUSINESS & EXECUTIVE COACHING

Kwelanga Training now offers coaching on a one-to-one or team coaching basis. Issues covered are chosen by the organisation or the individual to ensure maximum focus is given to achieve measurable outcomes.

Coaching provided by certified professional business and executive coaches is key in transforming management and support staff's excellent performance to peak performance.

For further details contact:

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