



VIRTUAL INSTRUCTOR-LED TRAINING CHAIRING A DISCIPLINARY HEARING (1 DAY)

INTRODUCTION

At the end of this course, through an understanding of the correct procedures to follow and substantive fairness rules to apply, participants will know how to effectively chair a disciplinary hearing and to achieve fair outcomes in an employer's best interests and in accordance with an employee's rights to fair labour practices.

REFERENCES

"Interactive and very engaging." ~ Courtney Thompson (Fine Chemicals Corporation)

"Excellent external examples to illustrate the process. Good group participation too." ~ Elizabeth Abelho (Denel Aerostructures)

"I enjoyed the fact that it was interactive and deals with real life examples." ~ Msokoli Ntombana (Automotive Industry Development Centre)

WHAT THIS COURSE CAN DO FOR YOU...

You will know and be confident to apply:

- the business decision making and risk management roles of a disciplinary hearing chairperson
- the requirements of substantive and procedural fairness in disciplinary hearings
- the roles and responsibilities of disciplinary enquiry participants
- how to conduct and manage a disciplinary hearing
- the stages in a formal disciplinary hearing
- the rules of evidence applicable in a disciplinary hearing
- how to determine whether an employee has committed misconduct as alleged
- how to decide on a fair disciplinary measure

TARGET AUDIENCE

The workshop will capacitate all individuals who may have to chair disciplinary hearings and their advisors. The tools and skills learnt will enable delegates to confidently handle the procedural and substantive fairness challenges posed by employees' non-compliance with workplace rules.

COURSE CONTENT

The Role of a Disciplinary Hearing Chairperson

- Introduction: two decisions
- Procedural approaches to conducting a disciplinary hearing
- The chairperson must be impartial
- Avoid an overly legal approach

Fairness in Disciplinary Hearings

- Six elements of substantive fairness
- Procedural fairness

The Rules of Evidence

- Introduction
- Get the facts
- Treat certain kinds of information with caution
- Weighing up the evidence

The Decision: Misconduct Committed or Not

- Balance of probabilities

The Decision - Appropriate Disciplinary Measure

- Introduction
- The misconduct
- Mitigating factors
- Aggravating factors
- Consistency

Stages in a Disciplinary Hearing

- Opening the hearing
- Hearing the case
- Considering the disciplinary measure
- Close the disciplinary hearing

Role Play

Personal Accountability & Commitment Plan

VIRTUAL INSTRUCTOR-LED TRAINING

Participants “attend” virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

Training is facilitated in real-time, providing the benefit of hands on learning. Delegates interact with the facilitator and each other, as with any other classroom experience. This allows for a cooperative learning environment, where participants can share knowledge, engage in positive discussions and work together.

Benefits of Virtual Instructor-Led Training

- + Virtual training provides flexibility to both the client/delegate and facilitator.
- + Delegates are active participants rather than relying entirely on the instructor.
- + Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- + Information is shared through video, documents, and written notes with learners in real-time.
- + Delegates who have internet connection can learn at anytime and anywhere through virtual learning or through recorded videos.
- + Delegates can participate in discussions and ask questions at any time.
- + Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- + Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- + Use of slides and video clips enhances virtual learning.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing FREE access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation. Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have FREE access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

***To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.***

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