



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

THIS COURSE IS ALIGNED TO UNIT STANDARD:

Title:	Institute Disciplinary Action
Unit Standard ID:	11286
NQF Level:	5
Credit Value:	8

INTRODUCTION

This Initiating Disciplinary Hearings programme gives the delegates the knowledge and understanding of investigating, preparing and presenting misconduct allegations in disciplinary proceedings. This workshop will allow delegates to address workplace misconduct from the occurrence of an incident to presentation of the employer's case in a substantively and procedurally fair manner.

REFERENCES

“The course was interactive and knowledgeable. The way the course was presented was excellent!!”

“My experience in Initiating is very limited. This course has really enhanced my knowledge and confidence.”

“The examples used by the facilitator very interesting and are very knowledgeable about the subject.”

“Gemaklike styl van aanbieding, baie praktiese voorbeelde.”

WHAT THIS COURSE CAN DO FOR YOU...

- Understand the role of an initiator in workplace discipline cases
- Understand the purpose and implementation of a Disciplinary code
- Know how to investigate, prepare and present an employer's case in a disciplinary hearing
- Understand how to formulate the appropriate misconduct allegations for a disciplinary hearing
- Help identify and deal with disciplinary matters from the incident through to effective presentation of the employer's allegations in a hearing
- Identify the difference between Misconduct and Poor Performance
- Help collect and prepare evidence for a disciplinary hearing
- Understand the responsibilities of an initiator before, during and after a hearing
- Help with preparing and questioning of witnesses
- Develop skills to motivate the imposition of appropriate disciplinary measures
- Ensure disciplinary outcomes fairly fulfil an employers' interests

TARGET AUDIENCE

The workshop has open access to all individuals who need to prepare for and present an employer's case during a disciplinary hearing. Tools and skills learnt will enable the individual to be more organised and prepared for the initiating of a hearing, and the questioning of witnesses during the hearing.

COURSE CONTENT

An Introduction to Disciplinary Principles

- What the Labour Relations Act & Code of Good Practice say about misconduct
- In-house procedures and disciplinary codes
- Correctly classifying allegations of misconduct
- Corrective and progressive discipline
- Substantive and procedural fairness

Pre-Hearing Procedure

- The rules of evidence
- A report of misconduct and appointing an investigator
- Deciding on the route to follow, 'Informal' vs 'Formal' procedures
- Suspension with pay
- Investigating the facts and gathering evidence
- Formulating misconduct allegations
- Appointing a disciplinary hearing chairperson
- Notifying an employee of a disciplinary hearing
- Preparing a bundle of documents
- Preparing to present the employer's case

During the Hearing

- The onus and burden of proof
- Opening statements
- Raising technical points and objections
- Conferring with the chairperson, and / or HR advisors
- Presenting evidence
- Questioning the employer's witnesses
- Cross questioning the employee's witnesses
- Closing statements
- Presenting evidence regarding appropriate disciplinary measure

Post Hearing Procedure

- Managing the exit from the premises of a dismissed employee
- Arranging final pay and benefit fund exits
- Reintegrating an employee who is not dismissed
- Retention of records
- Dealing with appeals and or CCMA / bargaining council referrals

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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