

CONDUCT A DISCIPLINARY HEARING

1. COURSE OVERVIEW

This course will teach line managers and HR staff how to effectively chair a disciplinary hearing. This course will give your organization the skills to professionally chair a disciplinary hearing. This course gives a practical hands-on approach to chairing disciplinary hearings in your workplace. The course focuses on how to conduct disciplinary hearings in line with the principles of fairness and equity as envisaged by the Labour Relations Act is covered.

Disciplinary hearings are a difficult area for employers. Even though there can be a wealth of evidence against an employee, if a fair process is not followed, it leaves the employer open to the risk of a claim for unfair dismissal. Even for the most seasoned HR professional, conducting a disciplinary hearing can be a nerve-racking process. With this in mind, below are the crucial need-to-knows when carrying out a disciplinary hearing.

2. KEY OUTCOMES AND TOPICS

- Explain organisational and legal policies, procedures for instituting disciplinary action
- Investigate the allegation
- Prepare for a hearing
- How to conduct disciplinary hearings in line with the principles of fairness and equity as envisaged by the Labour Relations Act

3. SUMMARY OF THE COURSE SHOULD PROVIDE

Skills Level	Intermediary
Unit Standard Alignment	255514
Duration of the course	60 hours
Number of Modules	4
Learning Aids	Videos Webinars
Type of Certificates Issued	<ul style="list-style-type: none">• Certificate of completion• Certificate of competence

Accreditations	WRSETA
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