



# EFFECTIVE DISCIPLINE IN THE WORKPLACE

Gain the competencies required to attend to a disciplinary matter from end-to-end. This includes practical skills required by both the initiator and the chairperson, the types of evidence and their weightings, how to present the evidence as well as how a chairperson should determine guilt on a balance of probabilities.

**This 2-day programme is aligned to the following Unit Standards:**

Institute Disciplinary Action

*(Unit Standard ID 11286 NQF 5 – 8 credits)*

Conduct a Disciplinary Hearing

*(Unit Standard 10985 NQF 6 – 5 credits)*

## Course Outline:

- Dismissal decision-making and flow diagrams
- Legal provisions and rules of natural justice in respect of dismissals and disciplinary action
- Conducting preliminary investigations – types of evidence
- Classifying dismissals
- Procedural and substantive fairness checklists
- Formulation of accurate charges and wording
- Dealing with Specific Offences
- Documentation and parties' roles
- Procedure for conducting a disciplinary enquiry
- Presenting evidence effectively
- Determining guilt on a balance of probabilities
- Presenting Evidence
- Case law review and latest updates
- Conducting a hearing virtually



Future **Thinking** Now