



The Cape Chamber of PIFSA  
Presents  
**Labour Law Workshops**

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**COURSE OBJECTIVES:**

This course is designed to cover the practical implications of the LRA in the workplace and is adapted to the level and responsibility of management attending the course, with practical role-play exercises.

**WHO SHOULD ATTEND THIS COURSE:**

Managers, supervisors who are required to chair disciplinary hearings

**COURSE CONTENT:**

**Day 1: Applying Schedule 8 of the Code of Good Practice**

- Employment Contracts
- Disciplinary & Grievance Procedures
- Behaviour Observation Report
- Misconduct vs. Poor work performance
- Levels of discipline

**Day 2: Counseling – Performance/behaviour counseling report**

- Investigation
- Formulation of allegations
- Rights of the parties
- Representation
- Conducting a Disciplinary Hearing
- Chairperson's report
- Addressing A.W.O.L.

**DURATION:**

Duration : 2 days - refer to national calendar for dates  
Times : 08:30 – 16:30

**COST PER DELEGATE:**

Please contact the Cape Town chamber for pricing  
The course includes a Light lunch, tea & coffee and Course notes  
A minimum of (x10) delegates are required

**VENUE:**

Woodlands Training Centre, 19a Woodlands Road, Woodstock

**ENROLMENT:**

For any further information please contact Lincent Bester at the Cape Chamber office on 021 595 1367 or [lincent@cape.pifsa.org](mailto:lincent@cape.pifsa.org) For enrolment please complete the Enrolment form and fax it to 021 595 1376