



The KZN Chamber of PIFSA

Presents

Chairing Disciplinary Hearings

COURSE OBJECTIVES:

The objective of this course is for delegates to acquire knowledge and skills to chair disciplinary hearings. Delegates will also acquire a clear understanding of the requirements for a procedurally and substantively fair disciplinary hearing. Delegates will be required to role play a disciplinary hearing and in so doing, develop the skills to chair hearings back in the workplace.

WHO SHOULD ATTEND THIS COURSE:

Managers and Supervisors who are required to chair disciplinary hearings.

COURSE CONTENTS:

- Discipline and the Labour Relations Act
- Schedule 8 of the Labour Relations Act
- Procedural Fairness
- Substantive Fairness
- Guidelines for Dismissal
- The Role Players in a Hearing
- Dealing with Evidence
- Document Used
- Video
- Role Play Exercise

DURATION:

Duration : 1 day - refer to national calendar for dates
Times : 08:30 – 16:30

COST PER DELEGATE:

Please contact the KZN chamber for pricing.
The course includes a Light lunch, tea, coffee and Course notes
A minimum of (x8) delegates are required
This programme is also available to be run on an in-house basis.

VENUE:

KZN Chamber Offices Afriscan Park, 21 Qashana Khuzwayo Road, New Germany.

ENROLMENT:

For any further information please contact Helen Stuart at the KZN Chamber office on 031 7058744 or kzn-chamber@pifsa.org Complete the Enrolment form and fax it to Helen on 031 7054408