



The KZN Chamber of PIFSA

Presents

## **Dealing with Misconduct and Poor Work Performance**

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### **COURSE OBJECTIVES:**

The objective of this course is to equip delegates with the skills to identify and effectively deal with both misconduct and poor work performance problems. Most misconduct and poor work performance problems begin as small issues which grow over time becoming more difficult to deal with. This course provides managers and supervisors with a process that when implemented, deals with these problems, nipping them "in the bud". Focus is placed on equipping delegates with skills to deal with these problems early-on thereby eliminating the need for protracted disciplinary procedures later on.

### **WHO SHOULD ATTEND THIS COURSE:**

This course is targeted at managers and supervisors who are hands-on and are expected to deal with staff performance (output) and misconduct (behaviour) problems.

### **COURSE CONTENTS:**

- Discipline and the Labour Relations Act
- Work Output
- Negligence
- Role Play Exercises
- Absenteeism
- Poor Time Keeping
- Behavioural Problems

### **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](mailto:kzn-chamber@pifsa.org) Complete the Enrolment form and fax it to Helen on 031 705 4408