

Discipline in the Workplace

Outcomes

The “Discipline in the Workplace” training empowers delegates to ...

- Understand the context of the disciplinary procedure
- Investigate any breach / misconduct as per requirement of such procedure
- Formulate a complaint and complete required documentation
- Lead evidence and present facts in relations to a disciplinary hearing
- Effectively chair a disciplinary hearing.

Who should attend?	Duration
<ul style="list-style-type: none"> • Managers • Heads of Departments • First line Supervisors • Human Resource Practitioners • Shop Stewards 	<ul style="list-style-type: none"> • Three-day workshop (Practical with focus on role plays and case studies)

Training Content

Module 1: Basic Principles of Discipline

This module explains:

- Employment relationships (rights and obligations)
- Principles of fairness
- Burden of proof (balance of probabilities vs. reasonable doubt)
- Law of evidence
- Consistency
- Setting precedents
- Rules of natural justice.

Module 2: Dealing with Misconduct

This module explains:

- Corrective discipline
- Levels of discipline
- Formulating the complaint
- Investigating the allegations
- Roles of the parties (initiator, accused, representative, witness, presiding official)
- Understanding the procedure.

Module 3: Disciplinary Procedures (This section deals with fair procedures)

This module explains:

- Pro-forma documents
- Notification / Suspension
- Representation
- Hearing procedure
- Reaching the verdict
- Mitigation and aggravation.

Module 4: Dealing with Discipline

This module explains:

- Case studies
 - Regular Sickness Absence
 - Failing to attend a hearing
 - Breathalyzer / Polygraphs
 - Trust relationship in the workplace
 - Poor Work Performance
 - HIV/AIDS
- Role Plays
 - Absenteeism
 - Dishonesty / Criminal Offences
 - Sickness Absence
 - Insubordination
 - Alleged Intoxication
 - Assault.