



DISCIPLINARY PROCEDURES & HEARINGS in the Workplace

Course Duration: 2 Days

PURPOSE

Employers have workplace rules and regulations that all Employees must abide by. In a situation where an Employee allegedly does not adhere to such workplace rules and regulations the Employer may take steps to decide on their guilt and where necessary, the form of discipline.

Discipline of an employee **MUST** be addressed as a Consequence Management tool based on the premise of Corrective Action as opposed to hasty sanctioning of an individual or employee without a fair and substantive response mechanism

MODULES:

1. The purpose of Discipline
2. Conditions of Employment, Conditions of employment & Codes of Good Practice
3. Policies & Procedural guidance
4. Consultations and warnings frameworks
5. Investigations, Charges and Justifications
6. Decisions, Notices and Sanctioning
7. Corrective Counselling, Suspensions and terms
8. The Disciplinary Hearing
9. Grievance Procedures
10. Appeals and consequence

Case Study considerations

OUTCOMES

- ✓ Using discipline as a consequential, corrective, developmental tool
- ✓ Relationships to contracts of employment and basic conditions of employment
- ✓ Policies & Procedural frameworks - HRM and Line Manager interfaces
- ✓ Conflict Resolution, Consultations, and Counselling
- ✓ Investigations, Charges and Justifications
 - ✓ Substantive and Fairness considerations
 - ✓ Evidence-based and leading evidence
 - ✓ Rules of Evidence and inadmissible evidence norms
- ✓ Key decision-making principles, warnings, notices and sanctioning
- ✓ Corrective action counselling, suspension considerations and timeframes
- ✓ Appeals and subsequent considerations by employee and employer

WHO SHOULD ATTEND?

Leaders, line managers, supervisors, and team leaders are vital in addressing issues within our organization. This disciplinary training is essential for those involved in investigations, hearings, or imposing sanctions.

We must equip all leaders and key decision-makers with the tools to handle disciplinary procedures effectively. This ensures our organization's integrity and reinforces our commitment to fairness and accountability. Let's empower your team to lead with confidence.

SPECIALIST FACILITATOR, CONTENT ADVISOR, AND ACTIVITY DESIGNER - DONALD HJUL

Specialist Facilitator and Professional OD Consultant who has over 40 years of joint experience in the Private, Public and NPO sectors across international boundaries and within many sectors and industries.

He draws on extensive management and leadership experience, including expertise in disciplinary procedures and hundreds of hearings, to deliver impactful outcomes for employers. By focusing on the three M's: Mindset, Mechanics, and Motivation, he helps organizations succeed.

We are dedicated to empowering individuals and organizations to achieve transformative human performance improvements in Human Capital Management.

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