

## COURSE OUTLINE:

# ELEMENTS OF A DISCIPLINARY HEARING

**Cost:** R3 000.00 per delegate

**Length:** 2 Days

### **Course Objective(s)**

To equip managers with understanding and applying the principles of discipline.

### **Who can benefit?**

HR Managers, Operations Managers

### **Course Outline:**

#### **Day 1:**

- Dispute Resolution methods,
- Dismissal Disputes,
- How Decisions are made,
- The Law of Evidence,
- What can be accepted as evidence,
- Forms of evidence,
- How to tell if someone is telling the truth,
- The onus of proof,
- Disciplinary Standards & Norms
- What is the Purpose of Discipline
- Sources of Standards
- The Labour Relations Act
- Types of Dismissals
- Codes of good conduct
- Fair Procedure

#### **Day 2:**

On the Second day the following is dealt with:



Mediant Solutions (Pty) Ltd  
2015/218956/07  
+27 (0)11 403 1900  
+27 (0)12 993 4509  
training@mediant.co.za

- Steps in Preparation for the Hearing
- Important factors in taking statements
- Documents
- Strategizing your case
- At the hearing
- The role of the chairperson
- The role of the employer
- The role of the participants
- Problems before the hearing
- Opening Statements
- Leading witnesses
- Cross Examination
- Closing Statements
- Making a finding
- Mitigating and aggravating circumstance
- Sanction / Recommendation
- Dismissal dispute processed in terms of the LRA
- Challenging the Decision