



FIRM AND FAIR

TAKING DISCIPLINARY ACTION

2 DAY NON-CREDIT BEARING SHORT COURSE

In any sizeable organisation there will, from time to time, be the need to discipline certain employees. This course will equip supervisors with an understanding of the important principles and assist them in gaining competence in the essential skills needed to take disciplinary action when required.



PARTICIPANT PROFILE

Supervisors and managers who are required to take disciplinary action from time to time.

COURSE CONTENT

The principles

- Procedural and substantive fairness
- The balance of probabilities
- Progressive discipline
- Role players in a formal disciplinary inquiry
- Automatic unfair dismissals

Initiating disciplinary action

- Formulating charges
- Gathering evidence
- Witness testimony
- Presenting evidence
- Closing arguments

Chairing disciplinary enquiries

- The hearing, the finding and the sanction
- Procedural elements
- Questioning and probing
- Managing disruptions
- Evaluating evidence
- Aggravating and mitigating circumstances
- Determining sanction
- Informing the employee
- Record keeping

Special considerations

- Legal representation
- Disciplining shop stewards
- Post-disciplinary dispute resolution procedures

