

## Disciplinary Hearing

CPD-accredited

Category E on the Learning Programme Matrix

**7,5 hours | 7 CPD points**

No manager enjoys conducting a disciplinary hearing with a member of staff, but unfortunately such hearings are a reality in the South African workplace. Disciplinary hearings are governed by the Labour Relations Act, which protects the rights of both employees and employers. All those who attend a disciplinary hearing (including employees) should therefore understand the process prescribed by law, and how the law ensures that the best interests of all parties remain front and centre at all times.

This course provides an in-depth description of how to effectively and legally deal with disciplinary hearings in the workplace. Topics covered include:

- Preparing for a disciplinary hearing.
- Conducting a disciplinary hearing.
- Substantive fairness.
- Presenting evidence in a disciplinary hearing.
- Forms of evidence in a disciplinary hearing.



**This course is aimed at human resource practitioners, team leaders, managers and business leaders who wish to ensure that disciplinary hearings are conducted according to both the letter and spirit of the law.**