

DISCIPLINARY SKILLS FOR MANAGERS [MAN009]

Chairing & Representing the Organisation at Disciplinary Hearings

SAQA Unit Standard: Not Aligned

Credits: N/A

NQF level: N/A

Duration: 3 days

OVERVIEW:

This comprehensive course on disciplinary hearings enables managers to do the following:

- chair disciplinary hearings effectively
- initiate and prosecute disciplinary hearings effectively

Many organisations have costly compensation orders from the CCMA due to Line Managers and HR staff not complying with legislation regarding disciplinary matters. This comprehensive course gives detailed insight into issues of discipline and disciplinary procedures in the workplace. This course intends to expose line managers how to effectively chair a disciplinary hearing. The course further aims to demonstrate how to investigate a case and gather sufficient evidence to prosecute a case.

This course gives a practical hands-on approach for dealing with due process when it comes to discipline and disciplinary issues in the workplace. The course focuses on the principles of procedural and substantive fairness and equity as envisaged by the Labour Relations Act. Misconduct issues of absenteeism, intoxication on duty, theft and many other types of misconduct are dealt with from the perspective of relevant case law and the CCMA's Guidelines. The course also demonstrate how managers can deal with issues of poor performance such as tardiness, inefficiency, laziness and general below par performances. Medical incapacity and prolonged illness in the workplace is also becoming a common issue that line managers need to familiar with and to understand processes in relation to medical incapacity.

COURSE OUTLINE

- **Module 1**

Misconduct in the workplace

This module focuses on the nature and instances of misconduct in the workplace and how to handle these effectively. Misconduct issues of absenteeism, intoxication on duty, sexual harassment, poor time keeping, theft, insubordination, damage to company property and many other forms of misconduct are dealt with. Case studies and relevant case law are used as examples of how to correctly deal with various misconduct offences and appropriate sanctions for each.

- **Module 2**

Initiate a Disciplinary Hearing:

The Law of Evidence and Disciplinary Investigations

- **Module 3**

Chair a Disciplinary Hearing – Fair Procedure

This module enables delegates to conduct proper disciplinary hearings and to implement disciplinary principles in a fair and consistent manner. It will lead delegates through the required procedural and substantive aspects pertaining to disciplinary action.

- **Module 4**

Managing Poor Performance in the Workplace

This module focuses on how to deal with poor performance in the workplace.

- **Module 5**

Managing Medical Incapacity in the Workplace

TRAINING METHODOLOGY

The course is facilitated in a participative way, by using simulations, role-plays, case studies, videos, workbook activities and plenary discussions. These are used to encourage participation and interaction among delegates

ASSESSMENT

An assignment and POE is submitted on completion of the course to ensure understanding and competence.