

"Shedding Light on Skills Development"



Kwelanga

TRAINING

engage | inspire | elevate

Chairing a Disciplinary Hearing

A Specialised Kwelanga Training Programme

INTRODUCTION

At the end of this course, through an understanding of the correct procedures to follow and substantive fairness rules to apply, participants will know how to effectively chair a disciplinary hearing and to achieve fair outcomes in an employer's best interests and in accordance with an employee's rights to fair labour practices

REFERENCES

"Interactive and very engaging."

"Excellent external examples to illustrate the process. Good group participation too."

"I enjoyed the fact that it was interactive and deals with real life examples."

WHAT THIS COURSE CAN DO FOR YOU...

You will know and be confident to apply:

- the business decision making and risk management roles of a disciplinary hearing chairperson
- the requirements of substantive and procedural fairness in disciplinary hearings
- the roles and responsibilities of disciplinary enquiry participants
- how to conduct and manage a disciplinary hearing
- the stages in a formal disciplinary hearing
- the rules of evidence applicable in a disciplinary hearing
- how to determine whether an employee has committed misconduct as alleged
- how to decide on a fair disciplinary measure

TARGET AUDIENCE

The workshop will capacitate all individuals who may have to chair disciplinary hearings and their advisors. The tools and skills learnt will enable delegates to confidently handle the procedural and substantive fairness challenges posed by employees' non-compliance with workplace rules.

COURSE CONTENT

The Role of a Disciplinary Hearing Chairperson

- Introduction: two decisions
- Procedural approaches to conducting a disciplinary hearing
- The chairperson must be impartial
- Avoid an overly legal approach

Fairness in Disciplinary Hearings

- Six elements of substantive fairness
- Procedural fairness

The Rules of Evidence

- Introduction
- Get the facts
- Treat certain kinds of information with caution
- Weighing up the evidence

The Decision: Misconduct Committed or Not

- Balance of probabilities

The Decision - Appropriate Disciplinary Measure

- Introduction
- The misconduct
- Mitigating factors
- Aggravating factors
- Consistency

Stages in a Disciplinary Hearing

- Opening the hearing
- Hearing the case
- Considering the disciplinary measure
- Close the disciplinary hearing

Role Play

A Way Forward – Personal Elevation Plan

TRAINING METHODOLOGY

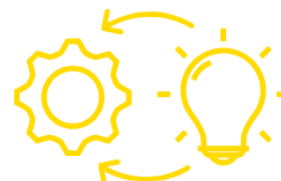


Our training methodology is designed with a core focus: to ensure that the knowledge acquired translates into tangible results, adding substantial value and visibly improving performance within the workplace.

We employ an outcomes-based approach, fostering active engagement through highly interactive, facilitator-led sessions.

WHAT WE OFFER

- Public Courses vs Closed Group Training
- Face-To-Face Training (F2F)
- Virtual Instructor-Led Training (VILT)
- Customisation
- Impact Compass
- myQuest LMS



POST COURSE ASSISTANCE

Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can ‘Contact the Coach’ for support, Information or assistance with additional questions regarding the application of theory covered during the course.



Personal Elevation Plan – Bridging the Gap from Training to Workplace Application

The Personal Elevation Plan isn’t just a takeaway – it’s a structured, practical guide that helps delegates seamlessly transition their learning into real-world action.



Sustained Development and Accountability: By tracking progress and engaging with their managers, delegates stay committed to their growth, making learning an active part of their professional journey.

A Tool for Measurable Impact: Rather than training being a one-time event, this plan enables organisations to see tangible results by embedding new skills into everyday work.

A Catalyst for Meaningful Conversations: Ideal for one-on-one coaching and performance discussions, the plan encourages ongoing development dialogues between delegates and their managers

OUR COMMITMENT TO YOU ...

Kwelanga Training’s Commitment

*To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.*