

"Shedding Light on Skills Development"



Kwelanga

TRAINING

engage | inspire | elevate

Understanding The Disciplinary Process (1 Day)

A Specialised Kwelanga Training Programme

INTRODUCTION

This programme will empower managers to initiate and chair substantively and procedurally fair disciplinary hearings to address workplace misconduct. Delegates will learn to apply disciplinary processes based on thorough preparation and in accordance with the obligations embodied in the Labour Relations Act and underpinned by the Code of Good Practice relating to dismissal.

REFERENCES

"I enjoyed the interactions, exercises, and the fact that the facilitator has knowledge coupled with experience in the subject."

"The facilitator was well informed. The entire training was outstanding."

"The facilitator was so clear, he responded to any question that were asked to him and also asked us questions."

"Trainer was good, covered all aspects of the course and kept it interesting and enjoyable."

WHAT THIS COURSE CAN DO FOR YOU...

- Provide you with step-by-step skills to deal with misconduct from incident to disciplinary measure implementation
- Ensure that you appreciate the difference between misconduct and incapacity
- Instil understanding of the requirements of procedural and substantive fairness
- Skills to investigate and formulate misconduct allegations
- Equip you with insights of the rules of evidence insofar as they contribute to effective discipline
- Understand the aims and methods to apply corrective and progressive discipline
- Provide you with initiator and chairperson skills
- Learn the structure and stages of an efficient disciplinary hearing
- Understand how to question witnesses
- Equip you with skills to make a fair decision of "guilty" or "not guilty"
- Learn how to determine a fair disciplinary measure

TARGET AUDIENCE

The workshop will capacitate all individuals who may have to initiate and deal with workplace misconduct from cases of minor infringements of rules to serious misconduct necessitating a skilled and impartial chairperson. 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

Introduction to Discipline in the Workplace

- Rights and obligations of employers and employees
- The difference between misconduct and incapacity
- Corrective and progressive discipline
- Fairness in disciplinary processes

Investigating Misconduct

- Introduction and rules of evidence
- Suspension with pay
- Gathering information
- Formulating misconduct allegations
- Notifying an employee of a disciplinary hearing
- Preparing for a disciplinary hearing

Conducting a Disciplinary Hearing

- The participants and their roles in a disciplinary hearing
- Stages in a disciplinary hearing
- Decision making responsibilities of a chairperson

A Way Forward – Personal Elevation Plan

TRAINING METHODOLOGY

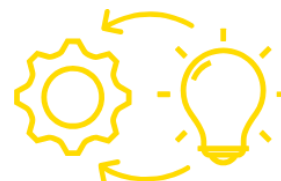


Our training methodology is designed with a core focus: to ensure that the knowledge acquired translates into tangible results, adding substantial value and visibly improving performance within the workplace.

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.*