

## THE DISCIPLINARY PROCESS: FROM START TO END

# IN-HOUSE TRAINING

### WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

### PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

[www.astrotech.co.za](http://www.astrotech.co.za)

[training@astrotechtraining.co.za](mailto:training@astrotechtraining.co.za)

011 582 3200

### ★ COURSE OVERVIEW

It is important to ensure that disciplinary processes in business are well understood and implemented correctly. The implications for the business if they are not are substantial. Consequently, to make sure that due process is performed and that you achieve the outcome that you require, make sure that you have a good understanding of all aspects of the process. To assist in this regard, AstroTech is running a course on "The Disciplinary Process: from Start to End". This course covers the following key topics:

- Disciplinary hearing proceedings, documentation and Confidentiality
  - The role and importance of policies, procedures and codes of conduct
  - The Notice of Disciplinary hearing
  - Investigations
  - Deciding on the charge(s) and Compiling the Charge Sheet
  - The formal Hearing Process
  - Participants in the hearing and their Roles and Responsibilities
  - Who should be the Chairperson?
  - Employee Representatives
  - Preparation of Witnesses
  - Dealing with non-appearance
  - Presenting your case
  - Facts and Evidence in disciplinary hearings
  - Witness Statements and cross-examination
  - Deciding on the verdict
  - Mitigating and Aggravating circumstances
  - The disciplinary action to be taken and the reasons
  - When can you dismiss?
  - Dismissal and Summary Dismissal
  - The counseling process
  - The process for not guilty verdicts
  - Notice periods, Suspension and Appeals
  - Recording of proceedings and records
  - The Final Report and Hearing minutes
  - Procedural and Substantive fairness
  - Unfair dismissal and unfair labour practice disputes
  - Conciliation
  - Con-Arb in terms of Section 191
  - CCMA Rules
  - Practical exercises and role plays
- ...AND MUCH MORE!



## COURSE INFORMATION

### ★ WHO SHOULD ATTEND

- HR managers and staff
- Line managers
- Team leaders
- Supervisors
- Union representatives
- Shopstewards
- Anyone else required to conduct disciplinary hearings

### ★ OUTCOMES

After attending this course attendees should:

- Ensure substantive and procedural fairness in all proceedings
- Understand all the necessary documentation requirements for hearings
- Understand the role of all parties
- Ensure full understanding of all aspects of the disciplinary process

### ★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- A notepad & pen
- One month of free telephonic and e-mail support included

### ★ TERMS & CONDITIONS

- **PAYMENTS:**  
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:  
**COURSES INSIDE GAUTENG:** At least **SEVEN** working days prior to the course  
**COURSES OUTSIDE GAUTENG:** At least **TEN** working days prior to the course  
Absent delegates are charged for.
- **POSTPONEMENTS:**  
**POSTPONE WITHOUT COSTS:** If you advise us **at least TWO** weeks prior to the course  
**PAY 25% OF THE COURSE FEE:** If you advise us **less than TWO** weeks prior to the course  
**PAY 100% OF THE COURSE FEE:** If you advise us **within ONE** week of the scheduled course  
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.  
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**  
**CANCEL WITHOUT COSTS:** If you advise us **at least TWO** weeks prior to the course  
**PAY 50% OF THE COURSE FEE:** If you advise us **less than TWO** weeks prior to the course  
**PAY 100% OF THE COURSE FEE:** If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**  
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**  
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**  
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**  
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.