

## Disciplinary Enquiry, Initiator & Chairperson Training

The root of most ill-discipline in organisations is because line managers avoid taking action! Either because they're uncertain or because no one else is doing it. And when people "get away with things" ill-discipline becomes the norm. Time to get your house in order so everyone can focus on getting the job done.

### COURSE OUTLINE

- Dismissal provisions under the LRA
- Distinguishing between dismissal for misconduct, incapacity and operational requirements
- Conducting an investigation into misconduct
- Procedural fairness
- Substantive fairness
- Types of evidence
- Burden of proof
- Balance of probabilities
- Rules of natural justice
- Chairing and initiating checklist
- Roles of the parties
- Documentary requirements
- Dealing with specific matters – AWOL, theft, unauthorised possession etc
- Exercises and case studies

#### Who Should Attend:

- HR managers and practitioners
- Business owners and managers
- General managers/•Line Managers
- Shop Stewards

More Info:  [info@globalbusiness.co.za](mailto:info@globalbusiness.co.za)

All courses are subject to minimum delegate numbers

Qualifying Small Enterprise  
Level 2 B-BBEE Contributor  
53% Black Owned

More than 51% Black Women Owned