MASERUMULE
Corporate Employment Law

INITIATING DISCIPLINARY HEARINGS: THE INVESTIGATION, FORMULATING CHARGES, EXAMINATION, CROSS-EXAMINATION AND ADMISSIBILITY OF EVIDENCE

PURPOSE / OUTCOME

To provide initiators with the ability to effectively investigate, prepare for and present a case at a disciplinary hearing; examination and evidence.

CONTENT

- Investigating the facts
  - Objective of investigation
  - Conducting a Disciplinary Investigation: various steps
  - Statements
  - Guidelines for Interviewing Witnesses and Obtaining Statements
- Formulating charges
  - How to, and the most common mistakes
- Strategising the case
  - Procedure for Preparation: Visualising the preparation process
  - Guidelines for Preparing Witnesses
- Preparing an opening and closing statement
- How to examine and cross examine
- Understanding balance of probabilities

TARGET GROUP

HR managers who would chair disciplinary hearings

DURATION

1 hour 30 minutes (webinar)

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