

## CHAIRING AND INITIATING DISCIPLINARY HEARINGS

### PURPOSE / OUTCOME

This webinar will aim to equip the participant on how to initiate and chair hearings with the knowledge and skills required to effectively manage all aspects of a hearing, including decision-making on guilt and sanction, dealing with evidence and presenting your case effectively

### CONTENT

- Substantive fairness guidelines for deciding on guilt & sanctions
- Procedural fairness - role of the chairperson and initiator
- Establishing balance of probabilities
- Presenting and assessing evidence: types of evidence
- How to gather facts and information – the investigation
- Preparing for and initiating a formal hearing
- Strategising the case
- Preparing an opening and closing statement
- Understanding balance of probabilities
- How to examine and cross examine
- Rules of evidence – dealing with evidence and admissibility
- The roadmap for conducting a hearing successfully: the 12 steps
- Dealing with various obstacles at the hearing
- Determining balance of probability and sanction
- Alternatives to dismissal

### TARGET GROUP

All levels of management who are required to chair or initiate disciplinary hearings

### WEBINAR

3 x 3 hour sessions  
(total: 9 hours)