



MASERUMULE

Corporate Employment Law

CHAIRING DISCIPLINARY AND INCAPACITY HEARINGS

Duration: 2 days

Objective

To equip managers who chair hearings with the knowledge and skills required to effectively manage all aspects of a hearing, including decision-making on guilt and sanction.

Design

- Distinguishing misconduct from incapacity
- The meaning of “dismissal”
- The Code of Good Practice: Dismissal
- Substantive fairness: guilt & sanction
- Procedural fairness: role of the chairperson
- Preparing for a disciplinary hearing
- Roadmap for a hearing: 12 steps
- Rules of evidence
- Dealing with various obstacles at the hearing
- Deciding on the balance of probabilities
- Drafting findings
- Determining sanction
- Alternatives to dismissal
- Case studies & roleplays

Target group

Managers who would chair disciplinary hearings.

