



associates
**HOPKINS
COETZEE**
YOUR HR BUSINESS PARTNER

DISCIPLINE IN THE WORK PLACE & DISCIPLINARY HEARINGS & PROCEDURES

Purpose of the programme:

This workshop is aimed at managers, employees and team leaders responsible for the enforcement of discipline in the workplace. The course discusses aspects of general misconduct to an in-depth look at the preparation for disciplinary hearings, the roles of prosecutor and chairs. The course will give learners the confidence to deal with disciplinary problems according to the requirements of legislation with specific reference to the agricultural sector.

Content:

1. Introduction
2. Discipline and Dismissal
3. Dealing with misconduct
4. Preparation for Hearing
5. The Formal Disciplinary Hearing
6. Dealing with poor performance and poor health.
7. Application

Duration: 2 days

Language: English/ Afrikaans

Minimum per Group: 10

Maximum per group: 25

Cost: R2950 per person VAT excluded

Please contact our offices for more information.

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