

CHAIRING OF DISCIPLINARY HEARINGS

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About the Programme

A course designed to provide participants with the necessary knowledge and skills required to fairly chair disciplinary hearings within their organizational setting.

The course content aims to develop and improve the understanding of disciplinary procedures, legal consequences as well as the role of the chairperson in ensuring that the process is fair and unbiased.

Attendees will engage in case studies and practical exercises to apply the course content in a simulated disciplinary hearing context.



Course Topics Basic

- Introduction and overview (basic legal framework and explanation of due process)
- Understanding disciplinary policies and procedures
- Preparation for and roles and responsibilities of chairing a disciplinary hearing
- Conducting the disciplinary hearing
- Evidence evaluation and decision making
- Communication of outcomes
- Handling appeals and follow-up.
- Ethical considerations (maintaining confidentiality, upholding fairness and professionalism)

Course Overview

Programme: Chairing of Disciplinary Hearings

Audience: All

Duration: 1 Day

Delivery Methods: VILT / Classroom (face-to-face)

Pre-requisites: Basic English

Accreditation: On Request

Certificate: IDM Certificate of Completion

Programme Type: Public / In-company

Minimum Participants: Five (5)

Investment: R3500.00 excl. VAT



Contact Us

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