

THE DISCIPLINARY HEARING: DOING IT RIGHT!

COURSE DATE

29 - 30 July 2020

COURSE DURATION

2 days - 08:30 to 16:30 daily

COURSE FEES

R10 500 (excl. VAT) per delegate

5% discount
for enrolment 2 weeks
prior to course date

WHAT'S INCLUDED

Provision of the course by AstroTech includes:

- Dynamic and knowledgeable facilitators
- Notepad and pen
- Training file and Electronic Copy of course material
- High quality training venue
- Parking
- A course attendance certificate
- Lunch and refreshments

REGISTRATION DEADLINE

Your completed enrolment form must be received prior to the start of the scheduled course.

TEL 011 582 3222 / FAX 011 582 3201
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA
PRIVATE BAG X80500 HOUGHTON 2041

WWW.ASTROTECH.CO.ZA

★ COURSE OVERVIEW

Once you need to initiate or chair a disciplinary hearing it is not the time to start learning what's involved. As a manager or supervisor this is an important part of your skills set.

Making a mistake can be costly, both financially and in terms of company credibility. Therefore it's important to get it right the first time and everytime. To make sure you understand the process in full, attend AstroTech's training course entitled "The Disciplinary Hearing: Do it right!".

The course will cover the following topics:

IMPLEMENTING DISCIPLINARY ACTION

- Substantive & Procedural Fairness
- Code of Good Practice & The New Labour Relations Act
- Investigating the Misconduct
- Gathering Evidence and Documentary Support
- Preparing the Charges
- Issuing Warnings
- Notices of Suspension & Hearing
- Preparing Witnesses and Evidence
- Presenting the Evidence

THE DISCIPLINARY HEARING

- The Role Players
- Stages of the Hearing
- What happens if it goes to the CCMA

CHAIRING THE HEARING

- The Role of the Chairman
- Assessing Evidence
- Reaching a Verdict
- Assessing Mitigating and Aggravating Circumstances
- Deciding on a Sanction
- Guidelines for determining appropriate Penalties
- Administration of Dismissal
- The Appeal Hearing
- ... AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Line managers and supervisors
- HR Managers and officers
- Senior managers with the authority to dismiss employees

★ OUTCOMES

After attending this course attendees should:

- Ensure that your company follows the right procedures to ensure compliance with legislation and limit comeback
- Understand the role and responsibilities of an initiator
- Understand the role and responsibilities of a chairperson in a disciplinary hearing
- Gain a better understanding of how to apply discipline in the workplace in a fair manner

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ THE VENUE

The course will be held at the AstroTech Conference Centre, in Parktown, which boasts the unusual combination of an upmarket business venue, security and convenience, in a setting which captures the historic grace and style of Johannesburg's golden era.



Centrally situated, with easy access to both the M1 North & South, and approximately 1.8km from the Gautrain station in Rosebank, we are just around the corner from the Killarney Mall.

For a list of accommodation options nearby, visit www.astrotechconf.co.za/accommodation

★ LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

- If the course is not held for any reason, AstroTech's liability is limited to the refund of the full course fee.
- Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the first day, and receive a full refund of the course fee.
- Payment is due before the start of the course, unless other terms form part of our Supplier/Client agreement.
- Failure to pay on time does **not** constitute cancellation of the booking, and the Terms and Conditions applicable to Cancellations and Postponements as set out below will apply.
- To avoid possible additional costs, **WRITTEN NOTICE** of any changes to your booking must be received at training@astrotechtraining.co.za within the following timeframes:

➤ CANCELLATIONS:

- | | |
|------------------------------------|--|
| CANCEL WITHOUT COSTS: | If you advise us BY EMAIL at least SEVEN calendar days before the course |
| PAY 50% OF THE COURSE FEE: | If you advise us BY EMAIL less than SEVEN calendar days, but more than 24 hours before the course |
| PAY 100% OF THE COURSE FEE: | If you advise us BY EMAIL less than 24 hours before the start of the scheduled course, OR if the delegate is ABSENT without notification |

➤ POSTPONEMENTS:

- | | |
|---|---|
| WITHOUT COSTS: | If you advise us BY EMAIL more than THREE working days before the course |
| WITH ADDITIONAL FEE (R1,950 PER DELEGATE): | If you advise us BY EMAIL THREE or less working days before the course starts, or if the delegate is ABSENT without notification, but still wants the option of postponement |

- The invoice for the training remains due and payable as at the scheduled start date of the original course booked, and payment terms are not extended for postponements or exchanges to future courses.
- Postponements must be utilised within a maximum of **SIX** months from the scheduled date of the original course booked, or the course fee will be forfeited.
- Once you have postponed, the **CANCELLATION** terms above **no longer apply** to the future course, and you cannot subsequently cancel the booking without being liable for the full course fee.
- Special promotions applicable to the original course dates will **not** carry over to the postponed dates where the new dates fall outside of the promotion period.

➤ PRESENTERS

Should it be necessary, AstroTech reserves the right to substitute the presenter.

➤ COMMUNICATION

When a person registers on AstroTech's website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise by AstroTech and/or its business partners.

➤ DISCLAIMER

AstroTech will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.

COURSE NAME: **The Disciplinary Hearing: Doing it Right!** COURSE CODE: **DH 20200729**
 (Johannesburg)
 COURSE DATE: **29 - 30 July 2020** DURATION: **2 DAYS**
 COURSE FEE: **R10 500.00 excl. VAT (per delegate)**
Qualify for a 5% discount, if we receive your form before: 15 July 2020
 DISCOUNTED FEE: **R9 975.00 excl. VAT (per delegate)**

TOTAL NUMBER OF DELEGATES TO BE ENROLLED:

> DELEGATE DETAILS [Substitutions may be made at any time prior to the start of the training course]

1 First Name and Surname _____
 Position _____ Special Diet: S V K H O
 E-mail _____
 Cell No. Office Tel No.

2 First Name and Surname _____
 Position _____ Special Diet: S V K H O
 E-mail _____
 Cell No. Office Tel No.

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE.

DIETARY REQUIREMENTS [Insert total no. of DELEGATES PER MEAL CATEGORY- meal fees below are **additional** to course fee]

Standard Catering (No Charge) Vegetarian (No Charge) Halal: R530 (excl. VAT) per day Kosher: R585 (excl. VAT) per day
 OTHER: (e.g. allergies, etc) Please specify: _____
 Special Needs (e.g. wheelchair, visual disability, etc) _____

> COMPANY / ORGANISATION DETAILS (Please supply company details as required for a SARS compliant Tax Invoice)

Company Name _____
 Department/Division _____
 Postal Address _____ Postal Code
 Company VAT No.
 Main Company Switchboard No. Fax No.

> PAYMENT (Payment is required prior to the start of the training course. **NB:** Use your invoice number as reference on your deposit/EFT)

Purchase Order No. (to be incl. on Invoice if applicable) _____
 Do you require separate invoices for each delegate? YES NO
 Payment Contact Person _____
 Office Telephone No.
 E-mail _____

> AUTHORISATION

Name _____
 Position _____
 Office Telephone No. Cell No.
 E-mail _____

Authorising Signature:

Date / /

Your booking is confirmed as soon as we receive your completed enrolment form, which you can e-mail to training@astrotechtraining.co.za or fax to **011 582 3201**. If you need any assistance whatsoever, please call us on **011 582 3222**.

Submission of this enrolment form constitutes acceptance of our Terms and Conditions, and also serves as confirmation of your authority to make the booking and ensure payment on behalf of your Organisation.

ENROLMENT FORM (CONT.)

COURSE NAME: **The Disciplinary Hearing: Doing it Right!**
COURSE CODE: **DH 20200729** (Johannesburg)

> DELEGATE DETAILS

3 First Name and Surname _____
Position _____ Special Diet:

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E-mail _____
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 Office Tel No.

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