

MANAGING DISCIPLINE AND MISCONDUCT AT THE WORKPLACE

This course is designed to develop practical skills in managing work place misconduct and discipline. The course uses actual cases as learning examples and encourages delegates to discuss the disciplinary issues that they currently face.

Course Objectives:

At the end of this course delegates will be able to:

- Understand the disciplinary process.
- Manage performance issues proactively to minimise the need for formal discipline.
- Conduct a disciplinary interview effectively.
- Manage misconduct and discipline more effectively in their work area.

Course Content:

1: Definition of Misconduct

2: Suspension of Employees

3: Disciplinary action

4: Legal Handling of Situations for Disciplinary Action

5: Unfair Dismissals and Constructive Dismissals

6: Probationers

7: Termination

8: Other Legal Issues

9: Domestic Inquiry Procedure (Practical)

Facilitator
Sajni Dharamdass

Duration : 2 days