



MSPD

CONSULTING . CORPORATE TRAINING . PERSONNEL

Make your Dreams Come True

2016/17 Course Outline

MSPD Skills Development Programme

Conduct a Disciplinary Hearing (3 Days)

Unit Standards 255514 NQF level-5, 15-credits

Course Outcome

This course will enable you to know and implement the following:

- Explain organizational and legal policies, procedures for instituting disciplinary action.
- Investigate the allegation.
- Prepare for a hearing.
- Conduct a disciplinary hearing.
- What the peer review process is
- How employees file grievances and how management should respond
- How a facilitator and a panel is chosen
- What is involved in the hearing process, from preliminary meetings to the hearing itself, to the decision process
- What responsibilities and powers a panel should have
- Questioning techniques
- Why peer review panels fail and how to avoid those pitfalls

