

EFFECTIVE **WORKPLACE DISCIPLINE & PROCEDURES** FOR LINE MANAGERS



OVERVIEW

The Labour Commissioner can often impose heavy sanctions due to HR and Line Managers not complying with the laws relating to disciplinary matters. At times, litigations may follow the company where heavy settlements are also imposed by competent courts of law. This course provides detailed information into discipline in the workplace, teach line managers how to properly initiate and chair a disciplinary hearing.

.....



WHO SHOULD ATTEND THIS COURSE?

HR Practitioners, Line Managers and Supervisors who want to be a more effective in handling discipline in the workplace and carefully remaining withing the legal framework.

Learn the practical hands-on approach for dealing with discipline in the workplace, and to exercise the principles of fairness and equity as envisaged by the Labour Act, and any good HR Policy or Code of Good Practice.



- ✓ *Course Duration:*
3 Days
- ✓ *Course Cost:*
N\$ 5,500.00 pp
- ✓ *Course Level:*
HR Practitioners, Line Managers and Supervisors
- ✓ *Venue:*
Safari Court Hotel, Windhoek, Namibia
- ✓ *Date:*
11 - 13 October 2022

Delegates will receive a Certificate of Attendance

MODULES COVERED

1. Understanding Discipline in the Workplace
2. Misconduct - Code of Conduct
3. Grievance Procedures
4. Mediation Process, and Tactics
5. Implementing Procedures to Handle Non-dismissible Offences
6. Pre-disciplinary Procedures
7. Investigations and the Law of Evidence
8. Initiating at Disciplinary Hearing
9. Chairing a Disciplinary Hearing and Weighing of Evidences
10. Labour Act (Act No. 11 of 2007) and HR Policies

NEVER MISS A WORKSHOP WITH THE VIBRANT JOHN KANGOWA

A Seasoned SHRM Practitioner who started his career in 2004 at Eskom South Africa as an HR Practitioner, and was responsible for the HR Value Chain. In 2005 he joined the High Court of the Western Cape as an Analyst for Forensic Investigation for White Collar Crimes and an associate of Skorpion. In 2007 he became HR Manager at age 25, and in 2008 joined NUST (Namibia University of Science and Technology) as an HR Lecturer focusing on Industrial Relations, Performance Management and Psychology. In 2009, concurrently he started assisting organizations within Namibia as an external consultant on, Strategic Plan Development, Disciplinary Inquiry, HR Policy Review & Formulation, Board- Leadership and Governance Training, Project Management Training, Performance Management and Negotiations on pre-litigation settlements of high profiled cases, which often involved difficult and complex matters.

QUALIFICATION

- Master's Degree of Science: Leadership and Management (Namibia University of Science and Technology)
- Baccalaureate Degree (B-Tech): Human Resources Management (Cape Peninsula University of Technology - Cape Town)

11. Emotional Intelligence for Workplace Success

LEARNING OUTCOMES

- Effectively implement appropriate procedures
- Initiate a case on behalf of the employer at disciplinary hearings
- Represent an employee at disciplinary hearing
- Effectively chair a disciplinary hearing procedurally

HR Practitioners, Line Managers and Supervisors Development Framework
Effecting Workplace Discipline, HR Policy and the Labour Act (Act No. 11 of 2007)



FOR REGISTRATION OR IN-HOUSE TRAINING CONTACT:

KAZIE@ +264 81 816 1910



11 Joey Street
klein windhoek (LUD)

P.O Box 41283
Ausspannplatz
Windhoek
Namibia



info@illumininvestments.com