

# Discipline In The Workplace

## Workshop



Disciplined behaviours is crucial in helping organisations to achieve their business objectives to ensure the safety and fair treatment of all employees. The Instituting Disciplinary Action workshop provides a guideline for management and supervisors in respect of the appropriate disciplinary action to be taken if an employee transgresses employment rules and / or norms.

### Workshop Content:

- ◆ Substantive & Procedural Fairness
- ◆ Identification & Classification of Transgressions
- ◆ Procedure for Verbal Reprimand
- ◆ Procedure for a Written Warning
- ◆ Final Written Warning
- ◆ Preparation for Disciplinary Enquiry
- ◆ Conducting the Disciplinary Enquiry
- ◆ Outcomes from the Disciplinary Enquiry
- ◆ Appeal Process

### Requirements:

- ◆ All workshops are run in-house
- ◆ Workshops are run either in a suitable facility at the clients premises or at a selected venue that is off-site
- ◆ The client is required to source a suitable venue for the running of the workshop
- ◆ Workshops are run with a minimum of 6 people

### Unit Standard– 11286 (Instituting Disciplinary Action)

**Duration:** 1 Day

#### **Fees:**

R1150 per person excluding VAT (Gauteng)

R1450 per person excluding VAT (Durban)

R1650 per person excluding VAT (Cape Town and Port Elizabeth)

## Contact ICP Consulting

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