



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Chairing a Disciplinary Hearing

Overview

This seminar equips managers, supervisors, and HR practitioners with the knowledge and confidence to chair disciplinary hearings fairly, legally, and effectively. Participants will gain a practical understanding of disciplinary processes, employee rights, and best practices to ensure hearings are compliant with labour legislation and company policies.

Key Objectives

By the end of this seminar, participants will be able to:

- Understand the legal framework governing disciplinary hearings.
- Apply procedural fairness when preparing and conducting a hearing.
- Manage the roles and responsibilities of all parties involved.
- Deliver fair and defensible outcomes that align with company policy and labour law.

Value Added

Participants leave with a clear, structured framework for chairing disciplinary hearings that stand up to scrutiny, reduce legal risk, and promote a culture of fairness and accountability.

Who should attend?

This seminar is ideal for:

- Line managers & supervisors
- HR professionals & administrators
- Team leaders with disciplinary responsibilities
- Business owners & directors
- Anyone who may be required to chair or oversee a disciplinary process

This seminar consists of the following 15 topics

Topic 1	Purpose of disciplinary hearings
Topic 2	Relevant labour law and compliance requirements
Topic 3	Employee rights and employer obligations
Topic 4	Types of misconduct and disciplinary offences
Topic 5	The role of the chairperson in a hearing
Topic 6	Preparing for a hearing: documentation & evidence
Topic 7	Roles of witnesses, complainants, and representatives
Topic 8	Structuring the disciplinary hearing process
Topic 9	Ensuring procedural fairness and impartiality
Topic 10	Questioning techniques and managing testimony
Topic 11	Handling objections, interruptions, and challenges
Topic 12	Evaluating evidence and credibility
Topic 13	Decision-making guidelines & sanction options
Topic 14	Writing defensible findings and outcomes
Topic 15	Appeals, record-keeping, and follow-up actions

Additional Information

Duration	3-Hour Seminar	
Includes	• Seminar notes • Refreshments (not applicable to on-site / online training)	• Free telephonic after-training support • Electronic Attendance Certificate

PST Training (Pty) Ltd has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards. Accreditation Number - ACC/2007/02/603.