



INVESTIGATING AND PRESIDING SKILLS

PURPOSE

The purpose of this course is to equip employees appointed as Investigating Officers to investigate alleged cases of misconduct and compile comprehensive reports. Further to this it will enable persons appointed as Presiding Officers or Chairpersons to preside over a disciplinary hearing.

TARGET GROUP

This course has been developed for line function managers and supervisors appointed as Investigating Officers to conduct workplace investigations related to alleged employee misconduct, as well as persons appointed as Presiding Officers (Chairpersons) to preside over disciplinary hearings.

MINIMUM REQUIREMENTS FOR ENROLMENT

Learners accessing this course must be able to:

- Explain and apply labour relations to the disciplinary process;
- Handle meetings;
- Apply writing, listening and talking skills at a senior certificate level;
- Apply principles of policy and procedure implementation;
- Demonstrate an understanding of an organisation and its functions; and
- Apply consultation skills.

LEARNING OUTCOMES:

The course enables participants to:

- Understand the employment relationship.
- Conduct discipline in the workplace.
- Deal with evidence.
- Conduct workplace investigations.
- Compile investigation reports.
- Draft and formulate sound allegations / charges.
- Preside over a disciplinary hearing.
- Understand the relevance and importance of dismissal as a sanction.

ACCREDITATION

This is a non-credit bearing course. After successful completion of the course, participants will receive a certificate of completion.

ASSESSMENT APPROACH

This course follows an integrated assessment approach, comprising:

- Pre-contact assessment.
- Formative assessments.

DURATION

This course is presented over 5 working days.