



SAEFA

SA ENGINEERS AND
FOUNDERS ASSOCIATION

EFFECTIVE WORKPLACE DISCIPLINE: 25 JUNE 2020

ADVANCED COURSE: CONDUCTING VIRTUAL DISCIPLINARY ENQUIRIES: 2 JULY 2020

Section 185 of the Labour Relations Act gives all employees the right not to be unfairly dismissed. However, many employers still make fundamental mistakes when taking corrective action against their employees.

The key to successful workplace discipline starts with understanding the principles of progressive discipline and ensuring you know the procedural requirements to ensure fairness. All too often, employers are ill prepared when taking disciplinary action against employees. Even the most experienced chairperson requires both parties to be adequately prepared.

In addition, the COVID-19 pandemic has presented a significant number of novel problems for companies across the country. Sailing uncharted waters has become the norm as companies turn to virtual solutions to continue business under lockdown conditions in order to comply with social distancing principles.

Gordon Angus and Associates is running **two webinars**, first, to guide employers in the effective disciplining of employees; and secondly, an advanced course on how to conduct disciplinary enquiries on a virtual platform. ***Delegates may attend either or both webinars depending on their respective experience and/or requirements.***

25 JUNE 2020: We will deal with the core tenets of discipline in the workplace, the process to be followed to ensure a procedurally and substantively fair dismissal and an analysis of the legislative requirements contained in the Labour Relations Act. This webinar provides the foundation from which the second webinar will proceed.

2 JULY 2020: We will assist more experienced delegates with navigating the peculiarities involved in convening and conducting a virtual disciplinary enquiry in light of the COVID-19 pandemic and social distancing principles.



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TOPICS COVERED:

PART 1 – Effective Workplace Discipline: 25 June 2020

- Fair and effective discipline.
- Dismissal and the Labour Relations Act.
- How to conduct a fair disciplinary enquiry.
- Practical guidance on dealing with common disciplinary problems in the workplace.

PART 2 – Conducting Virtual Disciplinary Enquiries: 2 July 2020

- What is a Virtual Disciplinary Enquiry?
- Technological advancements available to the employer.
- How to ensure that procedural and substantive fairness requirements are met in such an enquiry.
- The importance of employer preparation.

Presenters:

The course will be facilitated by Gordon Angus, Director of GA&A, and Chloe Hoffmann and Gia Freese, Associates at GA&A. Gordon has 16 years' experience in industrial relations and has trained and guided many companies in the implementation of effective discipline. Chloe and Gia are both admitted attorneys of the High Court of South Africa with backgrounds in Labour Law and Disputes in the Workplace.

Dates and Times:

Effective Workplace Discipline: Thursday 25 June 2020, from 10h00 – 12h30.

Conducting Virtual Disciplinary Enquiries: Thursday, 2 July 2020 from 10h00 – 12h30

Fee per delegate:

Part 1: Effective Workplace Discipline Webinar

R750.00 ex VAT

R550.00 ex VAT **if you are a member of SAEFA**



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Part 2: Conducting Virtual Disciplinary Enquiries Webinar

R750.00 ex VAT

R550.00 ex VAT **if you are a member of SAEFA**

For more information and/or bookings, contact:

Gordon or Charlene
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gordon@saefa.co.za
charlene@saefa.co.za



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Workplace Discipline Webinars

Thursday, 25 June 2020

Thursday, 2 July 2020

To make a booking, please complete the table below and email to gordon@saefa.co.za or charlene@saefa.co.za

Name:	Company:	Contact Number	Email Address:
Company Addresses (Postal and physical):			
1.			
2.			
VAT Number:			
Names of Delegates:		Email addresses:	
1.		1.	
2.		2.	
3.		3.	
Are you a SAEFA Member?		Yes	No
Please indicate which course/s you wish to book for?		25 June 2020	2 July 2020