



TAX AND LEGAL TRAINING

Disciplinary Hearings, Dismissals and Dispute Procedure

3 day course

Classroom, online or in-house

Course overview

Most dismissals that are overturned were substantively justified and procedurally mishandled, which means the employer was right and still pays. This course covers running the process properly. Delegates work through the grounds for dismissal and the evidence each requires, investigation before a charge is put, and the drafting of charges that a chairperson can actually rule on. The hearing itself is covered in detail, including representation, evidence, cross examination and the chairperson's role. Sanction and consistency follow, since inconsistent treatment defeats an otherwise sound case. Appeals and referral to a statutory dispute body are addressed. The course includes practising a hearing from both sides.

What you will learn

- Distinguish the grounds for dismissal and the evidence each requires
- Investigate properly before putting a charge
- Draft charges a chairperson can rule on
- Chair or present at a hearing competently
- Apply sanction consistently and record the reasoning
- Handle appeals and internal review
- Prepare for referral to a statutory dispute body

Who should attend

- Human resources practitioners and business partners
- Line managers who chair or initiate hearings
- Industrial relations and employee relations staff
- Union representatives and shop stewards
- Legal advisers supporting employment matters

Course outline

- 01 Right on substance, wrong on process
- 02 Grounds for dismissal and the evidence required
- 03 Investigation before a charge
- 04 Drafting charges
- 05 Conducting the hearing
- 06 Evidence, representation and cross examination
- 07 Sanction and consistency
- 08 Appeals and statutory referral

Upcoming dates

Dates	Venue	Format	Fee per delegate
12 to 14 October 2026	Online	Online	R6,500
19 to 21 October 2026	Durban, South Africa	Classroom	R14,950
23 to 25 November 2026	Johannesburg, South Africa	Classroom	R14,950
7 to 9 December 2026	Windhoek, Namibia	Classroom	R14,950



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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