



## Academy of Certified Human Resource Professionals

Regus Suites, 17<sup>th</sup> Floor, JKUAT Towers, Kenyatta Avenue,

P. O. Box 18582 - 00100, Nairobi, Kenya.

Tel: 020-5157034 | Mobile: 0722 300 245.

Email: [admin@achrp.org](mailto:admin@achrp.org) | Website: <https://achrp.org>

IHRM ACCREDITATION NO.: C00259

NITA ACCREDITATION NO.: NITA/TRN/1234

### Initiating, Conducting & Managing Disciplinary Hearing

Start Date	End Date	Venue	CPD	Cost	Registration Link
01-11-2023	03-11-2023	Lake Naivasha Resort	0	50,000.00	<a href="#">Register Here</a>

#### Introduction

Since the enactment of the Employment Act 2007, many organizations have been heavily penalized by the Employment and Labour Relations Court for failing to comply with legislation regarding disciplinary matters. One key requirement of the legislation is that before an employee is terminated or dismissed, they must be afforded an opportunity to defend themselves through conducting a disciplinary hearing. This course is designed to assist participants in gaining a better understanding of the principles and techniques necessary in initiating, preparing for, and conducting an effective disciplinary hearing in the context of current legislation and the rules of natural justice, thereby allowing them to manage the process in line with the principles of fairness and equity, and avoid instances in which an organization's disciplinary actions are invalidated by the relevant legislative bodies.

#### Objectives

The objective of the **Initiating, Conducting & Managing Disciplinary Hearing** training is to;

- Understand the role importance of discipline in an organization, including the role of HR department and line departments on discipline.
- Learn the basis for conducting a disciplinary hearing and its objectives.
- Understand relevant labour legislation that applies to employee discipline within the Kenya legal framework.
- Grasp the composition and functions of a disciplinary committee, and the role of the players in the hearing: Chairperson, Secretary, HR, Employee's Representative.
- Acquire essential skills in conducting a disciplinary investigation and writing an investigation report.
- Master the end-to-end procedure of conducting a professional disciplinary hearing.
- Comprehend relevant issues in a disciplinary hearing, such as: basic the rules of evidence (examination of witnesses, cross examination of witnesses), consideration of mitigating and aggravating factors.

#### Target Groups

This training is suitable to a wide range of professionals but will greatly benefit;

- Team Leaders & Departmental Heads,

  
**Den Gathitu**

