

## Initiating, Conducting & Managing Disciplinary Hearing Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
1st - 3rd Nov, 2023	-	3 Day(s)	Lake Naivasha Resort, Naivasha	0	50,000.00

### Course Overview

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.

### Course Objectives

By the end of this program, participants will be able 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;

- Business leaders seeking to enhance organizational effectiveness.



DATE: 16:02:2026

PROFORMA INVOICE

**Invoice To:**

**Organization Name:**

**Phone:**

**Email:**

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	<b>Initiating, Conducting &amp; Managing Disciplinary Hearing</b> training from 1st - 3rd Nov, 2023 at Lake Naivasha Resort, Naivasha	50,000.00	8,000.00	58,000.00
<b>GROSS (KES):</b> Fifty Eight Thousand				<b>58,000.00</b>

**NOMINATION FORM**

**PARTICIPANT(S) DETAILS**

NO.	NAME	EMAIL ADDRESS	TELEPHONE

**PAYMENT DETAILS**

**Bank Name:** Equity Bank

**Account Name:** Academy of Certified Human Resource Professionals Ltd

**Account No.:** 1 2 9 0 2 7 1 2 4 5 7 5 3

**Bank Branch:** Kenyatta Avenue

**Branch Code:** 129

**Swift Code:** EQBLKENA

**Pay Bill No.:** 247247

**Account No.:** 300245

**FUNDING CONFIRMATION / TAX DETAILS**

I, the undersigned, has verified the nomination and confirms availability of funds for this training.

Name of Organization: .....

Org. KRA PIN: ..... Org. Mobile No.: .....

Confirmed By: ..... Position: .....

Signature: ..... Date & Stamp: .....

**NOTE THAT:**

- Only those Delegates whose fees have been paid in full will be allowed to the event
- A scanned copy of the duly completed form should be sent to [admin@achrp.org](mailto:admin@achrp.org)
- The above training Cost does not include Transport & Accommodation