



Regus Suites, 17th Floor, JKUAT Towers, Kenyatta Avenue,

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

= +254 700 722 522 | **S** +254 722 300 245.

NITA: NITA/TRN/1234

EMPOWER • INNOVATE • LEAD

Initiating, Conducting & Managing Disciplinary Hearing Training

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

Course Overview

IHRM: C00259

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.

CHRP. Den PN Gathitu **Secretary General**

Academy of Certified Human Resource Professionals									



DATE: 03:11:2025

Academy of Certified Human Resource Professionals Ltd.

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admin@achrp.org | https://achrp.org

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PROFORMA INVOICE

Invoice To:									
Organization Name		Phone Number		Email Addı	Email Address				
9					Linuii ruuress				
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)				
1	Initiating, Conducting & Managing Disciplinary Hearing training	·	50,000.00	8,000.00	58,000.00				
GROS	S: Fifty Eight Thousand				58,000.00				
PAYMENT DETAILS									
	Pay Bill No: 247247 Account No.: 300245 Amount: KES 58,000.00								
Bank Name: Equity Bank Account Name: Academy of Certified Human Resource Professionals Ltd Account Number: 1 2 9 0 2 7 1 2 4 5 7 5 3									
NOMINEE DETAILS									
We wish to Nominate our employee(s) listed below to attend the above training:									
#	NAME		EMAIL ADDR	TELEPHONE					
NOMI	NATION AUTHORIZATION & FU	NDING CON	FIRMATION						
Ι, the ι	undersigned, authorize this nominat	ion and confir	m that funds ar	e available for th	nis training.				
Name of Authorizer:									
Positio	Position:								
Mobile Phone No.: Email Address:									
Organization KRA PIN: Signature:									
Date: Stamp:									
	Email this document to <u>admin@achrp.org</u>								
NB: No credit facilities. Full payment is required before participation.									