

TRAINING ON EFFECTIVE HANDLING OF DISCIPLINARY PROCEDURES & CHAIRING OF HEARINGS AT THE WORKPLACE

10th - 11th October 2019 at Gold Crest Hotel-Arusha



This training gives a practical hands-on approach for dealing with disciplinary issues and performance inquires from beginning to the end. It provides the best corrective measures, procedural and substantive fairness at every touchpoint of employee relations matter.

Let's meet and invest our competencies in the fairness of the procedures and substantive reasons for every disciplinary and performance hearings to avoid legal pitfalls

COURSE HIGHLIGHTS

- Challenges facing employers on the subject
- Code of good Practice
- Disciplinary Procedure in the Code of Good Practice
- Chairing of Disciplinary Proceedings;-
 - *Notice of Inquiry*
 - *Disciplinary Process for Poor Work Performance*
 - *Chairing of Poor Work performance Inquiry*
 - *Disciplinary Process for Misconduct*
 - *Chairing of Misconduct Inquiry*
 - *Disciplinary Appeals*
 - *Dealing with Evidence in Disciplinary Hearings*

TARGET

- Disciplinary Committee members
- Top-level Managers
- Line Managers
- HR Practitioners
- Workers' Union Representatives

WHEN?

10th - 11th October 2019
8:30 A.M. - 04:30 P.M.

WHERE?

Gold Crest Hotel-Arusha

COST:

Members: TZS 500,000.00 per participant.

Non-Members: TZS 650,000.00 per participant.

Note: All fees are VAT Inclusive

The fee will cover tuition fees fees, training materials, refreshments, lunch and a Certificate of Competence.

NB: Kindly note that training fee has to be paid in advance by cheque or through Electronic Funds Transfer (EFT), or Cash Deposit at the Bank or at ATE offices in Dar es Salaam, Mwanza or Arusha.

OUR BANK DETAILS

Account Name: Association of Tanzania Employers

Account Number: 011103015899

Bank: National Bank of Commerce Ltd

Branch: Corporate Branch, Dar es Salaam

Swift Code: NLCBPZTXXX

NB: When making payment, kindly indicate your company name, training title & participant name.

Training registration form should be received at least **1 week prior** the training date.

GROUP DISCOUNT



Members and non-members

3 to 4 delegates - 5% discount

5 to 9 delegates - 10% discount

More than 10 delegates - 15% discount



We are also here to ease your burden of sending all officials away from business, kindly let us know if you would like us to deliver this training to your door steps and we will do a convenient arrangement for you.

Contact Us →



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