

# OVERALL UNDERSTANDING OF HANDLING DISCIPLINARY PROCEDURES UNDER EMPLOYMENT AND LABOUR RELATIONS ACT CAP 366 R.E 2019 AND CODE OF GOOD PRACTICE

09th - 11th February 2022 at Holiday Inn-Dar es Salaam



This programme aims at enabling organisations with practical experience and skills in handling disciplinary matters at the workplace and chairing of meetings (disciplinary, performance & ill health) successfully and efficiently as provided in the Laws

## COURSE HIGHLIGHTS

- Overview on the Labour Laws
- Disciplinary Procedure in the Code of Good Practice
- Chairing of Disciplinary Proceedings
- Challenges facing Employers on the subject
- Drafting of Disciplinary Hearing documents
- Chairing of Poor Work Performance Inquiry
- Disciplinary Process for Misconduct
- Minutes taking during Chairing of Inquiries
- Dealing with Evidence in Misconduct & Incapacity
- Managing Online Disciplinary Proceedings
- Appeal Process

## TARGET

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

## SCHEDULE

09th - 11th February 2022 at  
Holiday Inn-Dar es Salaam

## COST:

**Members:** Tzs. 700,000/- per participant

**Non-members:** Tzs. 850,000/- per participant

**Note:** All fees are VAT Inclusive

The fee will cover tuition 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

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

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

Up to  
15%  
Discount

### Members and Non-members

- 3 to 4 delegates - 5% discount
- 5 to 9 delegates - 10% discount
- 10 and above delegates - 15% discount

### In-house Programmes

"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 doorsteps and we will do a convenient arrangement for you."

Contact Us →



Mobile: 0683932308, 0682429292 or 0787080412



Telephone: +255 222 780022/23



E-mails: [training@ate.or.tz](mailto:training@ate.or.tz)



# ATE TRAINING REGISTRATION FORM

Please complete this form and email it back to training@ate.or.tz or

## APPLICANT'S DETAILS:

Programme Title: .....

Starting Date: ..... Ending Date:.....

Organisation/Company: ..... Address/Location: .....

## DELEGATES INFORMATION

Please provide details as you wish it to appear on your table tag and on your Certificate of attendance

1. Name: ..... Position: .....

Email: ..... Mobile: .....

2. Name: ..... Position: .....

Email: ..... Mobile: .....

3. Name: ..... Position: .....

Email: ..... Mobile: .....

4. Name: ..... Position: .....

Email: ..... Mobile: .....

## BRIEF EXPECTATIONS:

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## EMPLOYER/SPONSOR COMMENTS:

I ..... in my capacity as ..... nominate  
..... to attend the above programme and I commit my Organization to pay to  
ATE the total programme fee of TZS ..... on .....

.....  
(Signature of Nominating/Authorizing Officer)

.....  
(Dates and Official Stamp)

## PAYMENT

Make payment to:

Account Name: Association of Tanzania Employers

Account Number: 011103015899

Bank: National Bank of Commerce Ltd

Branch: Corporate Branch, Dar es Salaam

Swift Code: NLCBTZTX