

## COURSE CONTENT

### HANDLING COMMON DISCIPLINARY ISSUES AT THE WORKPLACE

- What is misconduct
- Condonation
- Preliminary investigation
- Role of the Investigation Officer
- Who should be the Investigation Officer
- Process of investigation
- Recording of statements
- Notes of interview
- Selection of witnesses
- Framing of charges
- Group exercise on framing of charges
- Role of the Prosecutor
- Role of the assistant prosecutor
- Role of the Chairman
- Role of the Panel members
- Role of the Representative
- Examination of witnesses
- Leading questions
- Cross examination techniques
- Briefing of witnesses
- Burden of proof
- Standard of proof
- Making an effective submission
- Role play exercise on cross examination of accused
- Rules of natural justice
- Qualifications of panel members
- Domestic Inquiry Procedure
- Rule against hearsay
- Admissible evidence
- If claimant is absent?
- Legal representation?
- Ex parte hearing
- Questioning by panel
- Standard of proof
- Decision making by panel
- How to write the Report
- Mitigation
- Mock Domestic Inquiry