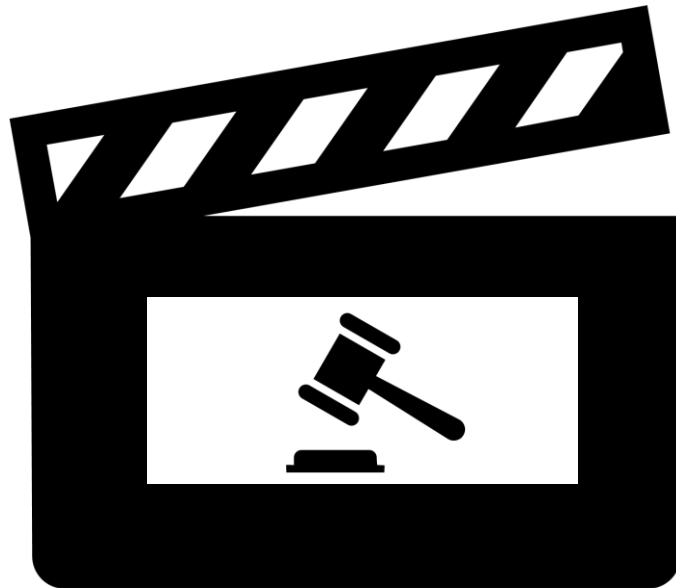




**GLOBAL BUSINESS SOLUTIONS**

future thinking, now



**DISCIPLINARY ENQUIRY TRAINING  
VIDEO**



# DISCIPLINARY ENQUIRY TRAINING VIDEO



Some organisations may be faced with the real concern that disciplinary enquiries are not handled in a way that is procedurally fair, or in accordance with the provisions of labour law.

## **Global**

**Business Solutions is proud to present our latest solution on effective discipline : an informative video presenting practical information on disciplinary enquiries.**

**The disciplinary enquiry video presents an example of how to conduct a procedurally fair enquiry, and includes all role players usually involved in a real enquiry. The video is available to view in its entirety and also in a segment format, highlighting key learning principles.**



# CONDUCTING AN EFFECTIVE DISCIPLINARY ENQUIRY



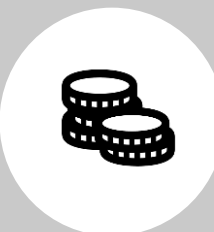
## Target Audience

- This video is aimed at: Those who have already attended some form of training on how to conduct an effective disciplinary enquiry, and are looking to experience a practical scenario that reviews their learning.
- Those individuals who are currently acting as a chairperson, employer representative or employee representative and would like to refresh their knowledge.
- Training Managers looking to train their line managers on how to conduct an effective disciplinary enquiry.



## The video is divided into the following segments:

- Introduction and Housekeeping
- Procedure & Rights
  - Notice and preparation
  - Representation and employee rights
  - Opening Statements, Evidence and Witness Procedure
  - Charges
  - Evidentiary Process
  - Opening Statements
- Evidence Procedure
  - Evidence of the Employer
  - Evidence of the employee
- Closing Statements
- Finding
- Aggravation and Mitigation
- Sanction



## Cost & information

The video is available at a price of R6 500 excl. VAT (Discounted rates are available for bulk orders.)

The video is available in USB format and is compatible with both Mac and Windows users.

Should you be interested in obtaining access to this disciplinary enquiry video, please complete the order form at the back of the leaflet and return to Menet Hamel at – [menet@globalbusiness.co.za](mailto:menet@globalbusiness.co.za)

*Please note: The disciplinary enquiry video is not suited to be used as a stand-alone training tool, but rather as a practical example of what to do, and to facilitate or aid guided learning*



# DISCIPLINARY ENQUIRY VIDEO ORDER FORM

## Section A: Invoice details (to be completed by client)

Your company contact person:		Tel No.	
Company Name (Client):		Fax No.	
VAT No.		Order No. (please attach)	
Postal Address:		Physical Address:	

## Section B: Cost structure

Description	Quantity <small>(Please specify version i.e.: Windows/Mac)</small>	Total cost quoted and accepted

Please note:

- The fees set out above are all exclusive of VAT
- This document forms the contract of engagement between Global Business Solutions and you/the company you represent.

## Section C: (to be completed by the client)

I confirm that the company will be responsible for the payment in full pertaining to the abovementioned product as set out in the Disciplinary Enquiry Video brochure.

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_

**FOR AND ON BEHALF OF THE CLIENT**

SIGNATURE \_\_\_\_\_

FULL NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

**WITNESS**

SIGNATURE \_\_\_\_\_

FULL NAME \_\_\_\_\_