EOH

Champions and Discipline

"I've never known a man worth his salt who, in the long run, deep down in his heart, didn't appreciate the grind, the discipline. There is something good in men that really yearn for discipline."
Vince Lombardi

Struggling with some discipline issues on your team? Seems like every sports team has at least a couple of athletes who love to push the envelope when it comes to team rules. Some athletes are notoriously late, others have too "active" of a social life and others just have not gotten down the whole concept of responsibility and accountability. One of the biggest disruptions to team chemistry is when some athletes, especially the superstars don't follow the team rules. How do you get everyone to agree on and abide by your team rules?

Poor management of discipline, grievances and dismissal can be costly in time, money and damage employee relations. A thorough understanding of the legal environment is essential for good management. This one day course covers key aspects of this fundamental area of employment law and offers participants the opportunity to evaluate, assess and review disciplinary, grievance and dismissal procedures in the context of the latest labour legislation.

There are plenty of courses available that focus on the transfer of Disciplinary related knowledge and legislation. *What makes this workshop different is that the focus will be wholly on practicing the skills required during a disciplinary or grievance procedure.*

This one day workshop is for you, if you want to learn how to:

1. institute disciplinary action;
2. correctly draft a charge sheet;
3. collect and present evidence;
4. question and cross-examine witnesses;
5. drafting and delivering closing-statements;
6. present mitigating and aggravating evidence;
7. write a findings report; and
8. chair a disciplinary procedure.

Mastering these skills is essential for fair disciplinary procedures as well as to minimise risk when facing the CMMA.

This is day 1 of an accredited training course next steps for accreditation will be discussed during the workshop.

DATES

25 July - Cape Town
26 July - Pretoria
27 July - Johannesburg

TIME

08:30 - 16:00

INVESTMENT

R 2 500.00 per person

Workshop Booking Form

Should you wish to make a booking please complete the booking form and email it back to us.

Title: _____ Name (as on Certificate): _____

Company: _____ Job Title: _____

Company address:

_____ Mobile: _____

_____

_____ E-mail: _____

VAT Number: _____

Dietary Requirements:

_____

Venue and Date:

Cape Town	25 July 2016	☐
Pretoria	26 July 2016	☐
Johannesburg	27 July 2016	☐

Course Name

Champions and Discipline

Terms and Conditions:

1. Delegates are to be at the venue by **08:00** in preparation for a 08:30 start time.
2. EOH retains the right to change this calender without any notification.
3. Bookings are only confirmed upon receipt of the proof of payment or an official company purchase order for the full amount of the workshop.
4. EOH will supply delegates with the relevant workshop material and a full lunch will be served.
5. Cancellations or rescheduling requests must be in writing and reach EOH via email at least 3 working days prior to the workshop commencement date. **Full workshop fees may be retained for no shows** or requests within 3 working days prior to commencement.
6. Although we go through great lengths to ensure that all training proceeds as scheduled, EOH reserves the right to cancel or postpone dates if we require to do so and undertake to inform delegates in writing and telephonically of these changes.
7. EOH suggests that delegates wait until a week prior to workshop commencement before scheduling flights and accommodation as EOH is NOT responsible for cost incurred by delegates associated with the cancellation of a workshop, such as flights and accommodation (or any other).

☐ T's and C's Accepted- all terms and conditions are read and fully understood. No booking will be processed if T's and C's are not accepted.

Email completed form to: **liezl.botha@eoh.co.za**
Contact us on: 012 940 6300