

# TRAINING ON HANDLING DISCIPLINARY MATTERS AT THE WORKPLACE

Experience shows that some employers discover their internal disciplinary handling is wanting when the dispute is already before the Commission for Mediation and Arbitration (CMA). In response to this challenge, Akilimali Bureau of Advisors Limited has organized a one day training to give you skills on how to effectively handle disciplinary matters at the workplace and avoid embarrassment when the matter is before the Commission for Mediation and Arbitration (CMA). Come and experience the training that addresses real work place issues.

## COURSE COVERAGE

- Disciplinary policy
- Disciplinary code
- Initiating a disciplinary matter
- Investigation
- Show cause letter
- Preparing charges
- Notice to attend disciplinary hearing
- Right to be accompanied during the hearing
- Chairing a disciplinary inquiry
- Standard of proof and benefit of doubt
- Communicating outcome of an inquiry
- Dealing with a gross misconduct which is also a criminal offence
- Suspension of employment pending a hearing or investigation
- Handling internal appeal
- Suspension as a disciplinary penalty
- Termination as a disciplinary penalty
- Termination during probation
- Terminal benefits

**TRAINING OUTCOMES:** This training will enable participants to master the proper procedure of handling discipline at the workplace as provided under the Laws of Tanzania and avoid cost full errors resulting from improper handling of disciplinary matters.

**TARGET GROUP:** Senior Managers chairing disciplinary hearing at the work place, Human Resource Directors/Managers/ Officers, and Consultants, Members of the hearing panel, Shop Stewards, Industrial Relation Managers, Business owners who need hands on knowledge in handling discipline at their work place.

**MODE OF DELIVERY:** Presentation, group discussions, real work exercises, question and answer sessions to help you master the skills for immediate application.

**DATE AND VENUE:** **Holiday Inn Hotel** in the heart of **Dar es Salaam** City on Friday 1<sup>st</sup> March, 2019 from 8.00am to 5.00pm.

**For further inquiry and booking please call:** +255 784 787 464 or +255 754 288 392 or email to [juma.mar01@gmail.com](mailto:juma.mar01@gmail.com) / [info@akilimali.co.tz](mailto:info@akilimali.co.tz) or register directly via <http://www.akilimali.co.tz/training-registration/>

**FEES AND PAYMENT DETAILS:** The training fee is **TZS.350,000 (three hundred fifty thousand only)** per person which covers training materials, certificates, lunch, morning and afternoon tea/coffee, and stationeries. **To reserve a place, please pay the fees in advance directly to the Bank. Bank Details are: Akilimali Bureau of Advisors LTD, Equity Bank (T) LTD, Golden Jubilee Branch, A/C No. 3004211198462; Swift Code: EQBLTZTZ; Branch Code: 3004; Sort Code: 674704.** Kindly indicate your name and/or the organization while making payment.



**AKILIMALI**  
BUREAU OF ADVISORS

Akilimali Bureau of Advisors Limited,

P. O. Box 13308, Dar es Salaam, Tanzania

Email: [info@akilimali.co.tz](mailto:info@akilimali.co.tz) Website: [www.akilimali.co.tz](http://www.akilimali.co.tz)