



**NUNW-FES Training Workshop
DISCIPLINARY HEARING & PROCEDURES
Central Lodge, Keetmanshoop
12 – 14 November 2008**

- Day 1: Wednesday, November 12, 2008**
8h30: Registration
9h00: Welcoming and introduction
9h30: Contract of Employment, Concepts of Disciplinary Hearings
10h30: **BREAK**
11h00: Duties of Employers under Common Law
11h30: Meaning of Dismissal or Termination of Employment
12h30: Unfair Dismissals
13h00: **LUNCH**
14h00: Procedural Fairness
15h15: **BREAK**
15h30: Substantive Fairness and the Law of Evidence and Definition
16h30: **END OF DAY ONE**
- Day 2: Thursday, November 13, 2008**
8h30: Recap of Day 1
9h00: Main characteristics of the Law of Evidence, Oral Evidence –
Four different types of Evidence
10h00: General Introduction: Dispute Resolution Procedures
10h30: **BREAK**
11h00: Disciplinary Hearing and Procedures
13h00: **LUNCH**
14h00: Examining the Witness
15h15: **BREAK**
15h30: Cross-examination of the Initiator / Complaint's witness
16h30: **END OF DAY TWO**
- Day 3: November 14, 2008**
8h30: Recap of Day 2
9h00: Deciding Guilty and Appropriate Penalty
10h30: **BREAK**
11h00: Mitigating and Aggravating Circumstances
12h30: Informing the Accused
13h00: **LUNCH**
14h00: Group Work and Case Studies
16h30: **END OF DAY THREE & END OF WORKSHOP**