



Workshop on Disciplinary Hearing and Procedures

Date: 17-20 May 2009

Venue: Punyu International Hotel, Ondangwa

Facilitator: Mr. Patrick Mwampole (National Coordinator NAPWU)

Programme

Day One - 18 May 2009

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| 08h30 | Registration |
| 09h00 | Welcoming and Introduction |
| 09h30 | Contract of Employment |
| 10h30 | TEA BREAK |
| 11h00 | Duties of Employers / Employers under Common Law |
| 11h30 | Meaning of Dismissal |
| 12h00 | Unfair Dismissal |
| 13h00 | LUNCH |
| 14h00 | Procedural Fairness |
| 14h15 | TEA BREAK |
| 15h30 | Substantive Fairness and the Law of Evidence |
| 16h00 | END OF DAY ONE |

Day Two - 19 May 2009

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| 08h30 | Recap of Day One |
| 09h00 | Main characteristics of the Law of Evidence |
| 10h30 | TEA BREAK |
| 11h00 | Disciplinary Hearing and Procedures |
| 13h00 | LUNCH |
| 14h00 | Examining Witness |
| 15h15 | TEA BREAK |
| 15h30 | Cross-examination of the imitator/complainant/witness |
| 16h30 | END OF DAY TWO |

Day Three - 20 May 2009

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| 08h30 | Recap of Day One and Day Two |
| 09h00 | Deciding Guilty and appropriate Penalty |
| 09h30 | TEA BREAK |
| 11h00 | Mitigating and Aggravating circumstances |
| 12h30 | Informing the Accused and Evaluation |
| 13h00 | LUNCH AND CLOSING |