



PROGRAMME OUTLINE for HOW TO CONDUCT A DOMESTIC INQUIRY EFFECTIVELY

9.00am to 10.15am

MISCONDUCT AT WORK

- What is a misconduct?
- The difference between a minor and major misconduct
- Identifying major misconducts
- Understanding how a show cause inquiry differs from a domestic inquiry

10.15am to 10.30am

Break

10.30am to 1.00pm

HOW THE PROCESS OF A DOMESTIC INQUIRY WORKS

- What to do when a major misconduct happens
- The process of drafting a charge sheet
- The process of gathering evidence / preparing for the inquiry

1.00pm to 2.00pm

Lunch Break

2.00pm to 3.00pm

CONDUCTING THE ACTUAL DOMESTIC INQUIRY

- The role of the Chairperson and panel of inquiry
- Procedures that must be adhered to during the inquiry
- Do's and don'ts surrounding the prosecutor's role
- Preparation and format of the "findings report" from the panel of inquiry
- Making a decision based on the panel's findings
- Conducting a mock Domestic Inquiry
- Writing the Dismissal Letter to the Employee

3.30pm to 3.45pm

Break

3.45pm to 5.00pm

MOCK DOMESTIC INQUIRY