

PHYSICAL INTERACTIVE WORKSHOP ON THE **TERMINATION BY DISCIPLINARY PROCEDURE**

WORKSHOP OBJECTIVES:

- To impart the participants (employers) the general understanding of termination of an employment agreement
- To demonstrate to the participant how termination by a disciplinary process is conducted
- To assist the participant in preparing and handling the disciplinary process at the workplace

COURSE CONTENT

Module 1: Termination of an Employment Agreement

- 1 Status of Labour Disputes in Tanzania
- 2 Types of Termination of Employment Agreement

Module 2: Case Study: Disciplinary Process - Demonstration

- 1 Composition of Disciplinary Hearing
- 2 Disciplinary Documents
- 3 Disciplinary Hearing
 - Chairperson mandate
 - Prosecution mandate
 - Defence mandate
 - Submission of Prosecution evidence
 - Cross-examination of witnesses
 - Submission of Defense evidence
 - Ruling of the Disciplinary Chairperson
 - Aggravation and Mitigation factors
 - Recommendation of the Chairperson to the Employer

Module 3: Group Participation

- 1 Disciplinary Case scenario
- 2 Show cause letter drafting
- 3 Investigation Report Preparation
- 4 Charge sheet drafting
- 5 Disciplinary Meeting Notices

Module 4: Discussion, Questions & Answers

- 1 Disciplinary offences categories – less serious and serious
- 2 Examples of offences from different sectors

NB. The workshop is designed to expose the participants to skills on how to go about every aspect of employment law. Participants will demonstrate their knowledge and understanding through

- 1 Drafting of documents
- 2 Role Playing in Disciplinary Hearings
- 3 Resolving problem questions through discussion