

Session name: Termination Related to the Employee's Conduct

Duration: 60 min

Hours/ Time	Topic/ Activity	Method and description of activity flow	Training materials needed (E.g. Handouts, PPTs, Video)	Materials needed	Trainers
60 min	11 Steps in Termination Related to the Employee's Conduct	<p><u>Small group work</u> Divide participants into groups of maximum five people and give each small group a set of the 11 steps, consisting of eleven A4 papers each with one step printed on them:</p> <ol style="list-style-type: none"> 1. Conduct investigation to ascertain whether offence has been committed, and whether the employee committed the offence. 2. Set up inquiry and notify the employee of the allegations in a clear manner. 3. Give employee sufficient time to prepare for inquiry. 4. Inquiry chaired by independent senior management representative. 5. Evidence against the employee must be present in his/her presence. 6. Employee given an opportunity to cross-examine witnesses and peruse documents. 7. Employee given an opportunity to bring witnesses and evidence. 8. If employee found guilty, he/she must be given an opportunity to make representation in mitigation. 9. Employee must be given the finding and sanction as soon as possible. 10. Employee must be informed of right of appeal/right to refer the matter to the CMA. 11. Employee should be allowed representation + interpreter throughout the process. <p>Invite participants to discuss in the small groups and order the steps in a logical way, according to their experience and knowledge. Some might be chronological steps, while others may be transversal principles. Invite participants to graphically represent their logical scheme by positioning the A4 papers on the floor.</p> <p>Informative floor: Invite participants to walk around the room and look at other groups' representation in order to see if there is diversity in perceptions. Allow time for free discussion, questions, and debates as people walk around.</p> <p>Return to plenary to introduce the scheme by facilitated discussion. You could also have your representation of the connection between the steps prepared on a PPT. Discuss in plenary if there are different views from participants, clarify if needed, and integrate various points of view.</p> <p>Session FLOW:</p> <ul style="list-style-type: none"> ○ Small group division and introduction to the task: 5 min ○ Small group work: 20 min ○ Plenary informative floor: 15 min ○ Final discussion: 20 min 	Set of 11 Steps printed for each small group PPT/image with your suggested representation of these steps	Screen, Laptop, projector Flipchart, markers	2 trainers would be ideal in order to monitor the activity, answer questions, provide support and to alternate when discussing the steps