**Session name:** Principles Underpinning Disciplinary Procedures (Under DISCIPLINARY PROCEDURE IN THE CODE OF GOOD PRACTICE)

**Note:** You can use the same approach, format and methods when tackling PRINCIPLES OF GRIEVANCES GUIDELINES (Under: GRIEVANCE PROCEDURE IN THE CODE OF GOOD PRACTICE)

**Duration:** 120 min

<table>
<thead>
<tr>
<th>Hours/Time</th>
<th>Topic/Activity</th>
<th>Method and description of activity flow</th>
<th>Training materials needed (E.g. Handouts, PPTs, Video)</th>
<th>Materials needed</th>
<th>Trainers</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 min</td>
<td>Principles Underpinning Disciplinary Procedures - Intro</td>
<td>Facilitated discussion: Start with a question: Based on your experience what do you think the principles underpinning disciplinary procedures are? The trainer(s) will collect the input from participants and, after people have expressed their opinions, the trainer(s) will connect their views with the main principles: 1. Corrective and not punitive 2. Consistency 3. Disciplinary hearing within reasonable time 4. Substantive Fairness 5. Procedural Fairness</td>
<td>PPT with the principles Phases written on a flipchart</td>
<td>Screen, Laptop, projector Flipchart, markers</td>
<td>1 trainer to facilitate the discussion, 1 (co) trainer to jot down participant input</td>
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<td>105 min</td>
<td>Principles Underpinning Disciplinary Procedures – World Café</td>
<td>World Café Trainers will have already prepared the tables for the World Café, now they will just reveal the questions for each table: each table will be dedicated to one principle and will include the following questions:  ○ What does this principle mean?  ○ Why is it important?  ○ How is it translated into action? Discuss examples from your own practice also.</td>
<td>World Café setting Handout/info pack with the information for the principles of disciplinary procedures</td>
<td>Flipchart paper, markers</td>
<td>2 trainers would be ideal in order to monitor the activity, answer questions, provide support</td>
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</table>

**Session FLOW:**
- Introduction to the method: 10 min
- Discussion/ table – 5 rotations: 5 x 10 min
- Buffer time for changing tables: 5 min
- The hosts from each table in the final round present to all the participants in plenary the key elements discussed: 5 tables x 5 min
- The trainer validates and completes the information with important input, examples, etc.: 15 min

Afterwards, all flipcharts should be put on the walls or pinboards so that they stay visible for participants.

The participants will receive comprehensive information for the principles at the end of the session (printed, by emails in the form of Word, PPT, etc.).