

# MANAGING INVESTIGATIONS, HANDLING DISCIPLINARY PROCEDURES, AND CHAIRING OF HEARINGS AT THE WORKPLACE

February 21- 23, 2024



This programme aims at enabling organisations with practical experience and skills to describe steps of conducting an investigation, handling disciplinary matters at the workplace, and chairing of meetings (Disciplinary, Performance & ill health) successfully and efficiently as provided in the Laws

## MODULES

- Investigation and Fair Procedures
- Collection of Evidences
- The Interview Process
- Role of Investigator in Disciplinary Hearing
- Writing Reports
- Disciplinary Process for Misconduct
- Code of Good Practice
- Chairing of Disciplinary Hearings
- Drafting Disciplinary Hearing Documents
- Chairing of Work Performance Inquiry
- Managing Digital Disciplinary Proceedings
- Appeal Processes

## AUDIENCE

- Top Level Managers
- HR Practitioners
- Disciplinary Committee Members
- Legal Counsels
- Supervisors
- Investigators
- Internal Auditors

## VENUE & DATES

February 21- 23, 2024 at Dar es Salaam



## TRAINING COST

Member: TZS 700,000/- per participant  
Non-member: TZS 850,000/- per participant  
All fees are VAT Inclusive

The fee will cover tuition fee, training materials, refreshments, lunch, and a certificate of competence.

Kindly note that the training fee has to be paid in advance by cheque or through Electronic Funds Transfer (EFT), or Cash Deposit at the Bank or at ATE offices in Dar es Salaam, Mwanza, or Arusha.

## OUR BANK DETAILS

Account Name: Association of Tanzania Employers  
Account Number: 011103015899  
Bank: National Bank of Commerce Ltd  
Branch: Corporate Branch, Dar es Salaam



3 to 4 delegates - 5% discount  
5 to 9 delegates - 10% discount  
10 and above delegates - 15% discount

We are also here to ease your burden of sending all officials away from business, kindly let us know if you would like us to deliver this training to your doorsteps and we will do a convenient arrangement for you

**CONTACT US**

0787080412  
0686863927  
0682429292

E-mail: [training@ate.or.tz](mailto:training@ate.or.tz)



**ATE TRAINING REGISTRATION FORM**

Please complete this form and email it back to training@ate.or.tz

**APPLICANT'S DETAILS:**

Programme Title: .....

Starting Date: ..... Ending Date:.....

Organisation/Company: .....

Address/Location: .....

**DELEGATES INFORMATION**

Please provide details as you wish them to appear on your table tag and your Certificate of attendance

1. Name: ..... Position: .....  
Email: ..... Mobile: .....
2. Name: ..... Position: .....  
Email: ..... Mobile: .....
3. Name: ..... Position: .....  
Email: ..... Mobile: .....
4. Name: ..... Position: .....  
Email: ..... Mobile: .....

**BRIEF EXPECTATIONS:**

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**EMPLOYER/SPONSOR COMMENTS:**

I ..... in my capacity as ..... nominate..... to attend the above programme and I commit my Organization to pay to ATE the total programme fee of TZS ..... on .....

.....  
(Signature of Nominating/Authorizing Officer)

.....  
(Dates and Official Stamp)

**PAYMENT**

Make payment to:  
Account Name: Association of Tanzania Employers  
Account Number: 011103015899  
Bank: National Bank of Commerce Ltd  
Branch: Corporate Branch, Dar es Salaam  
Swift Code: NLCBTZTX