Union Representation During Disciplinary Hearings Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s highly regulated and employee-centered workplace, effective union representation during disciplinary hearings has become a critical competency for trade union officials, shop stewards, HR professionals, and employee relations practitioners. Organizations are facing increasing scrutiny regarding workplace justice, procedural fairness, employee rights protection, labor law compliance, grievance handling, industrial relations stability, and dispute resolution mechanisms. Union Representation During Disciplinary Hearings Training Course equips participants with practical strategies, legal knowledge, and negotiation techniques required to professionally represent employees during disciplinary proceedings while safeguarding organizational integrity and promoting constructive labor-management relations.

The course is designed to strengthen participants’ expertise in collective bargaining, workplace investigations, disciplinary procedures, employee advocacy, conflict management, industrial court preparation, evidence handling, workplace mediation, compliance auditing, and labor relations leadership. Through real-life case studies, simulations, role plays, and legal analysis, participants will gain hands-on experience in managing disciplinary hearings confidently, minimizing legal exposure, and ensuring fair representation practices aligned with modern employment standards and emerging workplace trends.

Programme Curriculum

Union Representation During Disciplinary Hearings Training Course

Introduction

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Course Duration

5 days

Course Objectives

By the end of the training, participants will be able to:

1. Understand modern labor relations frameworks and disciplinary hearing procedures.
2. Apply effective employee representation strategies during disciplinary proceedings.
3. Interpret key provisions of employment law compliance and union regulations.
4. Conduct professional workplace investigations and evidence analysis.
5. Strengthen skills in collective bargaining and industrial negotiations.
6. Manage workplace conflict resolution using practical mediation techniques.
7. Enhance competence in grievance management systems and dispute handling.
8. Utilize modern approaches to employee rights advocacy and procedural fairness.
9. Improve communication during disciplinary panel hearings and consultations.
10. Develop strategic approaches for industrial dispute prevention.
11. Apply best practices in documentation management and compliance reporting.
12. Build leadership capabilities in trade union administration and workforce engagement.
13. Analyze emerging trends in workplace governance, HR compliance, and industrial justice systems.

Target Audience

1. Trade Union Officials
2. Shop Stewards
3. Human Resource Managers
4. Employee Relations Officers
5. Labor Relations Practitioners
6. Compliance and Legal Officers
7. Industrial Relations Consultants
8. Workplace Investigators and Mediators

Course Modules

Module 1: Fundamentals of Union Representation

- Principles of labor relations
- Roles and responsibilities of union representatives
- Rights of employees during disciplinary hearings

- Trade union ethics and accountability
- Legal framework governing disciplinary processes
- **Case Study:** Analysis of a wrongful dismissal dispute involving procedural unfairness and inadequate employee representation.

Module 2: Disciplinary Hearing Procedures

- Stages of disciplinary proceedings
- Notice requirements and procedural fairness
- Preparation for disciplinary hearings
- Hearing documentation and records management
- Appeals and review mechanisms
- **Case Study:** Review of a workplace misconduct hearing where procedural errors resulted in reinstatement.

Module 3: Workplace Investigations and Evidence Handling

- Conducting internal investigations
- Interviewing witnesses effectively
- Gathering and preserving evidence
- Confidentiality and data protection
- Writing investigation reports
- **Case Study:** Investigation of workplace harassment allegations and evidence admissibility challenges.

Module 4: Collective Bargaining and Negotiation Skills

- Negotiation strategies for union representatives
- Managing employer-union engagements
- Interest-based bargaining approaches
- Settlement negotiation techniques
- Building constructive labor relations
- **Case Study:** Negotiated resolution of a disciplinary dispute through mediation and collective bargaining.

Module 5: Conflict Resolution and Workplace Mediation

- Workplace conflict dynamics
- Mediation techniques and frameworks
- Emotional intelligence in hearings
- Communication and active listening
- Managing difficult conversations
- **Case Study:** Resolution of a workplace conflict involving employee insubordination and communication breakdown.

Module 6: Legal Compliance and Industrial Relations

- Employment law updates and trends
- Compliance obligations for employers and unions
- Industrial court procedures
- Managing legal risks in disciplinary actions
- Ethical standards in representation
- **Case Study:** Industrial court ruling on unfair termination and union intervention effectiveness.

Module 7: Documentation, Reporting, and Hearing Preparation

- Drafting representation statements
- Preparing hearing submissions
- Documentation best practices
- Compliance reporting standards
- Digital record management systems
- **Case Study:** Assessment of poor documentation practices leading to unsuccessful employee defense.

Module 8: Emerging Trends in Employee Relations

- Digital workplace investigations
- Remote disciplinary hearings
- AI and HR compliance systems
- Diversity, equity, and inclusion considerations
- Future trends in industrial relations
- **Case Study:** Managing virtual disciplinary hearings in hybrid work environments.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com