

# Disciplinary & Grievance Handling



## Workshop Overview

Difficulties may arise at various points in the employment relationship, and disciplinary and grievance procedures are there to ensure that these challenges are dealt with fairly and consistently. For this reason, employers need procedures that support both the employer's and employee's perspective.

This course will help you to control both disciplinary and grievance situations, thus reducing the amount of management time required and the subsequent stress involved. By adopting a consistent and fair approach to these situations and handling them correctly you will not only make sure you comply with relevant employment legislation but also reduce the potential costs of Tribunals and damage to your company's reputation.

## Who is it for?

This workshop is ideal for all managers to ensure they have a fair and consistent approach to disciplinary and grievance procedures

Delivery is through a mixture of methods and involves delegates working in group exercises and discussions. Training is practical and interactive.

## Aims & Objectives:

This one-day workshop is ideal for those who have a responsibility for maintaining standards of behaviour in the workplace, conducting disciplinary and grievance investigations, hearings and appeals

Summary of workshop includes:

- Understand why procedures are essential
- Understand what needs to be included
- Preparation and conducting an investigation and/or disciplinary hearing
- Levels of sanctions and penalties
- Appeals to sanctions
- Understanding fair ways to dismiss and unfair dismissal
- Grievances and appeals
- Recognise the difference between informal and formal disciplinary and grievance situations.
- Understanding what a capability matter is and what a conduct matter is.
- The legislative framework.
- The use of suspension in disciplinary situations
- The role of the work colleague / trade union representative.
- Linking misdemeanor with sanction.
- Understanding what constitutes gross misconduct.

\*\*This workshop can be fully customised to an organisation's needs and specific requirements

*Our training sessions can be delivered on-site or in our training facilities.*

*Each learner will receive a certificate of attendance and course packs to take away.*

For more details and booking please **CONTACT US**

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Learning Additional & New Employment Skills

