

DISCIPLINARY WORKSHOP 2 FULL DAYS

COURSE OVERVIEW

Correctly and effectively handling disciplinary issues saves businesses a lot of time, effort and money should they arise. Ensuring your managers have a deep understanding of the disciplinary process from start to finish, from informal reprimands through to dismissal, as an Investigating Officer to Disciplining and Appeals Officer, will give your managers and employees the peace of mind that a fair and consistent process will always be followed and give business owners the confidence of knowing their reputation as an employer is in safe hands.

CONTENT

- Vital Statistics! The true cost of getting it wrong
- Identifying a conduct issue
- Nipping it in the bud – how to have “that” conversation
- Identifying a more serious issue
- Suspension
- The Investigation (including interviewing techniques)
- The all-important paper trail
- Inviting an Employee to a disciplinary hearing
- Holding the disciplinary hearing
- The right to be accompanied
- Deciding and communicating the outcome
- The written outcome
- Ensuring a “fair” dismissal
- Notice and other implications
- The appeals process



COSTS

Per Group*: £2,000 + VAT

Per Person: £300 + VAT

*Maximum 10 delegates per group.

**20% discount applied if
Core HR subscriber.**

Training available at your premises or off-site at our unique training suite