

HANDLING DISCIPLINE AND GRIEVANCE

Introduction:

This course is suitable for HR Professionals, Line Managers, Team Leaders and Supervisors who have responsibility to undertake investigations or conduct disciplinary hearings.

Objectives:

- Understand the Law in relation to discipline and dismissal
- Learn how to apply your own company policy fairly and consistently in the workplace
- Practise conducting a disciplinary interview
- Decrease the potential of future compensation claims

Programme Synopsis:

- Contracts of employment – the basics
- An outline of legislation and Codes of Practice, in relation to discipline and dismissal, including ACAS Code of Practice
- Employers Grievance Procedure – please provide your company procedures
- Conducting the Interview
- Structure of a disciplinary interview
- Conducting it professionally
- Dealing with employee representatives
- Questioning techniques
- Listening effectively
- Note taking & record keeping
- Importance of operating company disciplinary procedures fairly and consistently
- Automatically unfair dismissal
- Handling a dismissal
- Ensure a thorough and full investigation
- The Decision
- The Appeal

Duration: Two (2) Days

Course Code: TSCHDG

Certification: Training Solutions 2000