



Disciplinary and Grievance

Course Aims

It seems today that the rules surrounding disciplinary and grievance in the workplace have grown many grey areas. It's reported that businesses apply the rules in different ways or even inconsistencies in the procedure in one business is common place.

People are becoming much more aware of what their rights are meaning if an employer does have to discipline a member of staff they have to get it absolutely right. Get it wrong and you leave yourself open to employment tribunals and a whole host of other things.

Businesses have to stick to quite strict guidelines when it comes to dealing with disciplinary. Larger organisations tend to have Human Resources or Personnel departments who will apply and provide guidance on these policies. Smaller businesses may have to rely on a manager, or even yourself to apply these policies. No matter how big or small the business, the rules have to be followed.

Gone are the days when someone can be 'sacked on the spot'. Businesses need to prove that they have given an employee every opportunity to improve in their work, unless of course it's an act of gross misconduct.

Course Objectives

By the end of this session attendees will have:

- A full understanding of disciplinary and grievance processes and how they can be used to manage under-performance.
- An understanding of how to have difficult conversations with team members who are under-performing, have high sickness levels and who have lodged grievances against people or processes

Course Content

- What the law says
- The difference between conduct and capability
- What you can/should do before getting to the disciplinary stage
- Dealing with conduct and capability issues
- Disciplinary process and meetings
- Suspension
- Dismissal inc constructive dismissal
- How to avoid all of these things in the first place

Course Benefits

- Better understanding of how to handle HR Case Management Cases
- Protect you and your business from employment disputes and tribunals
- Save money in the long run by avoiding the need to manage performance

Who Should Attend?

The course is suitable for anyone involved in managing HR process and policies i.e. HR Managers, HR Advisors and Leaders and Managers who are looking for an introduction to dealing with disciplinary and grievance procedures.

Price

Delivered as an in-house course only. Please contact us for costs.

Session Breakdown

What is Managing Performance?

- What is Managing Performance?
- Why do we need to get it right

Why do people under-perform?

- What is under performance?
- Capability and Conduct
- How to deal with the above

Performance Improvement

- Using questioning to tackle under performance
- Building a clear action plan and setting clear objectives
- Holding difficult conversations

The next stage

- Disciplinary and Grievance procedures
- What to do and what to take into account
- Conduct, Misconduct and Gross Misconduct
- Sanctions and dismissal

Skills Practice

- Simulated discussions based on today's subjects

Course Information

This is a **one day** training event that Revolution Learning and Development deliver as an in-house course anywhere in the UK

We can make this more bespoke to your needs.

To discuss your individual needs, email contact@revolutionlearning.net or call us on 03333 444 575.

Booking terms and conditions are available on our website.