



HR For Managers

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 the session, attendees will:

- Understand what is meant by Managing Performance?
- Know the drivers that cause people under-perform?
- Be able to agree effective Performance Improvement Plans
- Know when and how to start disciplinary proceedings - both formal and informal
- Know how to hold effective disciplinary meetings – both formal and informal

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

Price

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

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.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

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.