

Online Disciplinary & Grievance

Course Aims

This **Online Disciplinary and Grievance Training Course** will provide those that attend with the skills and approaches needed to manage disciplinary and grievance issues effectively.

By the end of the session, attendees will:

- Have a full understanding of disciplinary and grievance processes and how they can be used to manage under-performance
- Understanding 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.
- Be able to investigate disciplinary issues and grievances
- Know how to set clear performance objectives and performance improvement plans

Course Content

- What is managing performance
- Why do people under—perform
- The process
- Disciplinary meetings

Course Benefits

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

Session Breakdown

What is Managing Performance?

- Why is the purpose of the disciplinary and grievance procedures?
- 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

The process

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

Disciplinary Meetings

- Using questioning to understand the background
- Building a clear action plan and setting clear objectives
- Holding difficult conversations

Delivery Options



Virtual In House

We can deliver this course as a virtual online training course for your business

Contact us for a quote to have this course delivered in-house.



Online Open Course

We deliver this course as an online virtual open training course.

Each space costs £195.00 + VAT/€215.00 per person

Course Information

This is a **one day online** training event that Revolution Learning and Development deliver as a virtual online training course or virtual in-house training course.

When we deliver this course in house, we can make this more bespoke to your needs.

To discuss your individual needs, email hello@revolutionlearning.com or call us. If you're in the UK it's 03333 444575 and if you're in the ROI it's 015549779

Booking terms and conditions are available on our website.

