

Course Title: **DISCIPLINARY AND GRIEVANCE TRAINING**

Knowing how to conduct disciplinary and grievance hearings is essential for effective management and protection of the company against potential claims. This one day course introduces participants to the key legal principles that must be followed when conducting disciplinary and grievances together with practical guidance on the company Disciplinary Procedure and how to tackle difficult situations.

Trainer: ABHR Limited

Objective: To enhance Managers ability to lead a Disciplinary and Grievance meeting with confidence and structure whilst following legal and best practice.

Deliverables: Having completed the course participants will be able to:

- Apply the organisation's disciplinary, grievance and dismissal process.
- Know the law surrounding Disciplinary and Grievances including the ACAS Code of Practice and Employment Tribunals.
- Conduct a Disciplinary and Grievance hearing from investigation through to disciplinary action.
- Understand the need to deal with problem situations in a timely and effective manner.
- Understand the need for appeal and the right to be accompanied.
- Handle a Gross Misconduct incident.
- Improve their questioning and listening skills.
- Understand the legal issues involved including fairness, consistency, equality and procedures.
- Highlight particular areas of concern such as long term sickness and harassment.
- Do's and Don'ts.

Resources Used: Ice breaker exercise
Video
Lecture
Case study exercises with observation and feedback
Discussion Groups

Evaluation: Course feedback form