



NewGrange

TRAINING & SERVICES LTD

Better People, Better Business®

Disciplinary and Grievance Training

While the majority of staff work well and undertake the duties and responsibilities we ask of them effectively, there are some who are unable to do so. It is these staff that cause the most difficulty, taking up a large proportion of valuable management time.

This one day course will help managers and supervisors responsible for difficult staffing issues and formal disciplinary hearings to identify the issues involved and take appropriate action, fairly and effectively within their organisation's policy and employment law.

Who should attend?

Managers and Supervisors responsible for difficult staffing issues and formal disciplinary, absence and grievance issues.

- Course Location:** On-Site at your premises
- Course Duration:** One Full Day, 9.30am - 4.30pm (date to suit you)
- No. of Delegates:** 12 delegates max

Course Objectives

The course will enable participants to:

- Appreciate the importance of the use of day to day management and supervision, team meetings and team briefings in managing and in avoiding difficult staffing issues.
- Understand the importance of the probationary period in preventing difficult staffing issues from developing.
- Distinguish between issues of sickness and absence, performance and capability, conduct and grievance and develop strategies for managing them.
- Monitor and manage absence and sickness and appreciate the use of independent medical advice and appreciate the impact of the Discrimination Act on ill-health dismissal decisions.
- Plan and undertake an informal discussion with an employee to tackle an issue of concern and set targets and time scales for improvement and review.
- Identify when and how to move from the informal process of supervision to the formal process of discipline.
- Understand the need to obtain advice and support from senior managers and HR prior to taking formal disciplinary action
- Appreciate the role and function of trades union representatives in supporting staff affected by issues of discipline and grievance.
- Carry out a formal disciplinary interview and issue a warning within the organisation's disciplinary policy and procedure.
- Understand how to present evidence to a formal disciplinary hearing
- Hold a formal disciplinary hearing
- Issue a formal warning or dismissal

Delegates Receive:

Certificate of Training
Course Notes
Course Materials

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