

Duration

1 day

Suitable For

Anyone who has responsibility for managing People, or may be required to carry out disciplinary investigations, take witness statements for a grievance, or be involved in tribunal preparation.

Objectives

By the end of the course delegates will :

- Have a basic understanding of the employment law relating to discipline and grievance.
- Understand their role as “Investigator”.
- Be able to distinguish between fact and opinion.
- Have the knowledge and confidence to use effective questioning techniques to gain detailed information.
- Be able to actively listen and reflect back information to gain agreement.
- Understand the importance of accurate and clear note taking.
- Have gained the confidence and skill to recommend appropriate action based on their findings.
- Have put all the learning into practice in a mock investigation.
- Have had an enjoyable and interactive session!

Course Overview

The aim of the course is to give delegates an understanding of the legal principles surrounding disciplinary investigations and obtaining witness statements, to improve skills and techniques and provide an opportunity to practice those techniques in a safe environment.

The course will consist of:-

- A team quiz to tease out what the delegates already know about disciplinary, grievance and tribunal procedures.
- Facilitator input and practical exercises on effective listening, questioning techniques and documentation.
- A mock investigation

After completing the training, delegates should be able to effectively undertake a disciplinary investigation or be assigned the role of collecting witness statements for grievance investigations and as part of tribunal preparation.