

Duration

0.5 / 1 day (depending upon the use of role plays)

Suitable For

For anyone managing a team or for those about to take up their first supervisory / management role.

Objectives

By the end of the course delegates will be able to:

- Identify techniques to minimise the need to evoke formal disciplinary action.
- Explain the requirements of the ACAS Code of Practice on Disciplinary & Grievances.
- Explain the legal requirements relating to managing disciplinary issues up to and including dismissal
- Explain the legal rights of individuals during the disciplinary process up to and including dismissal.
- Apply the knowledge to case studies and/or role plays.

Course content

- The difference between conduct and capability.
- Setting and communicating clear standards and expectations.
- The importance of monitoring, reviewing and giving feedback.
- Effective use of policies and procedures.
- Preparing for and conducting a disciplinary hearing
- The importance of the investigation.
- Disciplinary sanctions
- What records need to be kept and for how long.