

Disciplinary and Grievance Workshop

DISCIPLINE – A DEFINITION

‘Training, especially of the kind that produces self-control, orderliness, an ability to follow instruction and capacity for co-operation’.

The course is designed to remind managers of key law affecting their work, and to bring them up to date with laws on discrimination, harassment, victimisation and discipline/grievance. It includes how to set standards of conduct and performance at work, to make clear what is expected of all employees, to provide a method of dealing with shortfalls in performance or conduct, to ensure consistency and fair treatment for all and to ensure that the organisation is meeting its legal obligations



Managers, supervisors or team leaders who have responsibility for the management of employees should attend this course

This half day course covers the following:

- The purpose and benefit of a disciplinary procedure
- Disciplinary Rules and stages of the disciplinary procedure including gathering facts, investigatory meeting, Harassment issues and if there is a case to answer
- Skills needed to carry out a disciplinary interview
- Listening non judgementally and counselling
- Action to be taken during the process, confirmation of facts and representation
- Communicating the decision including Prepare, Declare and staying in control



Training Methods: Theory and practical work, case studies and group discussion. Students will take away with them a comprehensive course hand out.

Assessment: is through a written test paper which is marked by the Tutor and then verified by an assessor, for Quality Assurance purposes. To gain a certificate a course mark in excess of 80% is required. On successful completion of the course, students will receive a certificate. Employers will receive all necessary paperwork to provide an auditable paper trail.