

Discipline at Work

Course duration: 1 Day half day option REF: DGW

Who is it for?

Managers and supervisors who need to be aware of procedures and best practice

Overview

This course provides a hands-on approach to tackling performance issues within the workplace. Participants will gain the practical skills needed in how to handle disciplinary procedures with confidence.

Objectives

- ✔ Have an understanding of legislation and codes of practice in relation to discipline and dismissal
- ✔ How to conduct and structure a disciplinary interview
- ✔ Dealing with employee representatives
- ✔ Ensuring fairness and consistency in disciplinary procedures
- ✔ Obtaining all the facts through effective listening and questioning techniques
- ✔ Understanding the importance of accurate and thorough record keeping
- ✔ Handling a dismissal
- ✔ Decisions and appeals

All of our courses can be tailored to meet you organisations objectives:

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