

Effectively dealing with Discipline & Grievances

Our flexible approach means that

- These modules can be designed to place particular emphasis on areas important to your organisation
- Sessions will generally run for between 2 and 3 hours
- Groups can be anything up to a recommended maximum of 12
- Select a single module (or combination) as appropriate
- All 5 modules can be run as a full one day programme if this is preferred

5 distinct programmes run as separate sessions, in-house in small groups. (1-10 employees/managers)		Specifically the Focus Session will cover:
D&G 1	Minimising risk - the importance of dealing with Discipline and Grievances correctly	Why these specific processes are so important. We look at the legal framework and best practice. What good procedures look like and the importance of investigations prior to taking action.
D&G 2	Effectively handling disciplinary issues	How do you distinguish between conduct and capability? How to deal with these separately and correctly. The importance of a proper investigation and how to run a disciplinary and/or appeal meeting.
D&G 3	Effectively dealing with grievances	Dealing with common types of grievances such as; Bullying, harassment, discrimination & stress Grievance investigations, conducting grievance meetings and how best to respond.
D&G 4	Managing poor performance	Recognising and dealing with poor performance. What you should be doing before starting the disciplinary process and assessing options to achieve a fair outcome.
D&G 5	Dismissal and the Law	What are the legal pitfalls and challenges when contemplating dismissal? How you can limit your risk of a claim? Different types of dismissal and what constitutes unfair dismissal?