

Dealing with discipline and grievances



This interactive workshop will show you how to conduct investigations and deal with grievances as well as how to run disciplinary meetings to deal effectively with conduct and performance issues without falling foul of the law.

Who should attend?

Anyone involved in conducting investigations, holding grievance or disciplinary meetings or who advise others in your organisation.

What do I leave with?

- Practical tips and guidance on handling disciplinary and grievance issues.
- Our recommended disciplinary and grievance procedures and template letters for use at work.

Where are courses run?

Our courses are usually run in our central London office at Devonshire House, 60 Goswell Road, London, EC1M 7AD.

What will it cover?

- Tips and techniques in conducting proper investigations.
- Find out why proper procedures protect your business.
- Learn and practice the seven steps for success in handling disciplinary matters.
- Identify how you can protect your business at Tribunal.



- Deal with examples of everyday disciplinary issues.
- Find out how to handle tricky grievances like accusation of bullying and harassment.

Pricing?

- Attendance on this Workshop: £195 plus VAT per delegate.
- Discounts apply for additional delegates.
- In-house options are available for groups of 6 or more.

About HR Insight

HR Insight provides practical support and solutions to issues which arise in the workplace. HR Insight's services are retained by a wide range of clients, who may or may not have their own in-house human resources or personnel facilities. Common to all clients is the need for a personal service and access to a wealth of employment expertise whenever it is required.

How to register?

Call us on 01708 758958

Email us on: response@hrinsight.co.uk

Contact:

HR Insight Ltd
Orbital House
20 Eastern Road
Romford
Essex RM1 3PJ

T 01708 758958
F 01708 758959
enquiries@hrinsight.co.uk
www.hrinsight.co.uk

Offices also at:
London (City & West End)
Hayes, Redhill and St Albans