

**HR INSIGHT LIMITED
DEALING EFFECTIVELY WITH DISCIPLINE & GRIEVANCES**

Date – Wednesday 29th September, 2010
9.00am to 4.30pm

Venue: Kingston Smith Training Room, 60 Goswell Road, London, EC1M 7AD

Who Should Attend? Owners, Directors, Managers and Supervisors who are responsible for the performance and conduct of their employees.

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

The workshop will also provide practical tips on handling staff grievances.

During the workshop you will:

- 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

Delegates with leave with:

- Practical tips and guidance on handling disciplinary and grievance issues
- A copy of the workshop slides
- Our recommended disciplinary and grievance procedures and template letters for use at work

Workshop Fees

- Attendance on this Workshop £200 plus VAT per delegate
- HRi Management Programme £700 plus VAT per delegate for the 4 Workshops (1 per Quarter)

The HRi Management Programme:

Quarter 1	Getting Recruitment Right
Quarter 2	Getting the most out of Performance Management
Quarter 3	Dealing effectively with Discipline & Grievances
Quarter 4	Absence Management & Dealing with Discrimination

To reserve your place, please complete and return the registration form below. An invoice will then be forwarded by return. Cancellation within 7 days of the start of the workshop will incur a 50% cancellation fee, within 3 days or less there will be a 100% cancellation fee.

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REGISTRATION FORM

Name		Position	
Company		Tel No	

I would like to reserve _____ places on this Workshop for the following delegates:

Delegate		Position:	
Delegate		Position	

I would like details on the Annual HRi Management Programme forwarded to me please: YES