

Duration 1 day

Course Description

Disciplinary matters can be the cause of concern for managers at all levels. This course is suitable for all employees with managerial responsibility who may find themselves with performance issues to deal with.

The Aim

To provide managers with the legal, technical and practical knowledge required to deal with both informal and formal disciplinary situations.

Objectives

By the end of the course, delegates will be able to:

- Identify relevant employment legislation
- Describe the various stages of the disciplinary procedure
- Deal confidently with formal Disciplinary situations

Subject Areas

- Informal & Formal situations
- Following Procedure
- Capability and Conduct
- Linking misdemeanour with sanction
- Gross misconduct
- Summary dismissal
- Suspension
- Appeals procedure