



Handling Discipline and Grievance with Confidence

(Half Day)

Many companies land themselves in trouble when they don't have Discipline or Grievance policies in place, or when they don't follow the procedures. It is vital that you handle discipline and grievance correctly and that you understand the possible consequences of getting it wrong!

This workshop will give managers increased confidence when dealing with performance and conduct issues.

Training Objectives

At the end of the workshop, participants will:

- understand the purpose of having Discipline and Grievance policies and procedures;
- have learned about key relevant legislation;
- have learned about best practice in developing and implementing discipline and grievance policies and procedures;
- have learned how to conduct a disciplinary interview and impose a disciplinary sanction;
- have learned about the important elements of discipline and grievance procedures;
- understand the implications of not following procedures.

Outline of Workshop Content

- The purpose of a Discipline and Grievance Policy
- Relevant legislation and Codes of Practice
- When it goes wrong – the potential consequences!
- Roles in dealing with discipline and grievance
- Stages of Discipline and Grievance
- Rights of the employee
- Responsibilities of the employer
- Conducting the Disciplinary and Grievance interview
- Record-keeping
- Relevant correspondence and filing
- Case studies