

This interactive one day workshop will enable supervisors, team leaders and managers to understand the rules and procedures to follow when handling a disciplinary situation. It gives delegates clear guidance on relevant employment law, whilst offering them practical advice on what to do when faced with a disciplinary matter and how they should prepare for, and conduct a hearing.

This is a practical, interactive workshop providing managers with a safe and confidential forum to discuss, role-play and develop skills and confidence when conducting a disciplinary hearing. By the end of this session delegates will know how to operate policies and procedures which are fair, effective and easy to understand and see the benefits of good practice within their workplace.

Course Outline

Relevant Legislation and What the Law Requires:

- Direct and impacting legislation
- ACAS Code of Conduct
- The role and influence of ACAS

Disciplinary Policies and Procedures:

- Purpose and essential features
- Looking at a disciplinary procedure
- Levels of disciplinary action and timescales
- Misconduct and Gross Misconduct

Preparing for Disciplinary Hearings:

- Conducting investigations
- Obtaining witness statements
- Things to consider
- Preparing the cases and strategy

Conducting Disciplinary Hearings:

- Choosing and preparing the venue
- Opening
- Taking notes and records
- Natural justice acting 'fairly' and 'reasonably'
- Appropriate behaviours and communication
- Dealing with emotions and difficult situations
- The role of the representative
- Confidentiality
- Use of adjournments
- Handling dismissals
- Closing the hearing

Employee Rights:

- Right to be accompanied
- Right to appeal
- Adequate notice

Communicating the decision and any other follow-up action

Case Studies and Role-Plays

- Real-life disciplinary situations within your organisation.

NOTE: For in-house courses, we can incorporate your own policies and procedures and case studies into the training, to make it even more relevant to your employees.



www.oms.uk.com

Oak Business Centre | Ratcliffe Road | Sileby | Leicestershire | LE12 7PU
Tel: ++44 (0)845 1300616 | Fax: ++44 (0)1509 816353

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