

**Duration**    **2 days**

### **Overview**

This course covers why discipline and grievance procedures are needed in the work place and how these procedures affect people within a company. It discusses legislation relating to discipline and dismissal, and looks at the details of discipline and grievance procedures specific to your work place or organisation.

We take an interactive approach to encourage delegates to consider their own roles and responsibilities within the discipline and grievance framework.

### **Recommended for**

This course is for anyone who is or will be involved in handling discipline and grievance matters in the workplace.

### **Linked programmes**

- Essential Communication Skills

### **Objectives**

At the end of the training the delegate will be able to successfully:

- Conduct fair, open, honest and objective investigations relating to disciplinary and grievance issues to ensure that each individual is treated fairly and in compliance with the law
- Carry out effective disciplinary/grievance hearings using a wide range of key communication and interpersonal skills

working with documentation and support provided.