

Workshop Summary

This Workshop is designed to meet the needs of Managers, Supervisors and Team Leaders who require a sound knowledge of the application of practical and fair disciplinary procedures. An appreciation will be gained that the true meaning of the “disciplinary procedure” is, in fact, “encouragement to improve”. Taking this into account, participants will be given an insight into how best to handle the wide range of grievance and disciplinary issues that can confront a manager; how to apply their own procedures and “natural justice”. The emphasis is on the practical steps a manager can and should take when confronted with an issue. An opportunity will also be given to practise the techniques that best prevent or resolve conflicts so as to minimise damage to relationships within the organisation.

Who Should Attend

Anyone responsible for personnel issues who may be required to apply disciplinary procedures at the place of employment.

Benefits to You and Your Organisation

By the end of the Workshop, participants will be able to:

- Appreciate the basis of the employment contract and its effect on the grievance and discipline process
- Appreciate the basic employment legislation
- Understand the principles of the Code of Disciplinary practice and the concept of “natural justice”
- Understand the stages of the grievance and discipline process
- Be able to apply the principles in their own work place, using their own procedures
- Apply personal skills and techniques in conflict handling

Managing Grievance & Discipline Lawfully (MD9)

A One Day Workshop

Workshop Contents

- Uses of Discipline: is it appropriate?
- Impact of Discipline
- Discipline and Motivation
- Overview of legislation / Codes of
- Practice relevant to Grievance and Discipline – includes update of Employment Act 2002.
- Employee contract and Employee Rights
- Stages of the Grievance and Disciplinary Process
- How to prepare Statements and Evidence
- Recording Actions Taken and Keeping Records
- Disciplinary Interview demonstration
- Types of Conflict and Handling Skills
- Assessing Personal Skills in Conflict Handling
- Personal Action Planning

Follow Up Workshops

Essential Interviewing Skills for Recruitment and Selection (MD4), Coaching for Performance and Development (MD7), How to Influence and Persuade Others to Get Things Done (MD8)

Dates: On Application

Price: On Application

‘Please note the above Workshop requires minimum attendance numbers’