

Discipline & Grievance Handling



Introduction:

Even in the best-run organisations, problems with employees may arise from time to time. Occasionally you may need to take disciplinary action or deal with grievances even after you have exhausted the various ways of preventing problems from arising in the first place.

Fraser & Associates have designed an interactive course with formal 'role play' case studies for delegates to analyse, discuss and apply built around your own organisational procedures. No prior knowledge of employment law is necessary.

Topic areas covered:

- The employment contract;
- Investigating disciplinary matters;
- Preparing for and conducting a disciplinary hearing;
- Types of disciplinary action;
- The grievance procedure;
- Handling a grievance;

Intended for:

Managers, Supervisors and Team Leaders who may be involved in the implementation, management and evaluation of the grievance and disciplinary processes at work.

Outcomes:

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

- Understand what the law requires
- Understand how to investigate disciplinary situations
- Conduct a disciplinary interview
- Determine the levels and degrees of discipline
- Understand individual rights and the need for appeals
- Effectively handle a grievance from an employee.

Prior Knowledge: No prior knowledge or training is required.

Course Duration: 1 Day (Can be delivered in Modules by if required)

Numbers: Minimum by agreement with client
Maximum 12 (Due to the high levels of interactivity required)

Why not contact Fraser & Associates to discuss your Workforce Development needs?