Grievance, Discipline & Dismissal

This 1-day course provides an overview of the legal issues to be aware of, gives practical guidance on how to handle difficult situations and conduct disciplinary hearings using role-play interviews, discussion groups and case studies to explore and develop the necessary skills. Knowing how to apply the law on grievance, discipline and dismissals is essential for effective management.

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| **Who should attend?**  The course is for HR practitioners or line managers responsible for employment law issues within their organisation. No prior knowledge of employment law required.  **Course Benefits**    By the end of the Grievance, Discipline and Dismissals course you will be able to understand and advise on the legal issues involved in the grievance, discipline and dismissal process; advise on and apply your organisation’s grievance and disciplinary procedures; deal with problem situations in a timely and effective manner and follow aspects of best practice.  **Programme Content**  **Grievance procedures**   * What the law requires, the statutory procedures * Grievance or grumble? * Understanding and applying your organisation’s procedures * Conducting investigations | **ACAS Code of Practice**   * Code of Practice 2009 * What is reasonable? * Fair Reasons to Dismiss * Misconduct * Gross Misconduct * Dismissal   **Disciplinary procedures**   * Why Investigate? * Witnesses & Witness Statements * Preparing, Conducting & Concluding an Investigatory Meeting * Suspension * Disciplinary Action – Informal / Formal   **Case Study**   * Investigation * Decide on a course of action * Disciplinary hearing * Appeal hearing   **Unfair Dismissal**   * Cost of getting it wrong   **Test Your Knowledge** | **Contact information**  **Jeanette Lonsdale**  **HR Consultant**  **First Call HR**  **Tel: +44 (0)7917 333999**  **Tel: +44 (0)1295 720988**  **Email: jeanette@firstcallhr.com** |