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** |