



# Training & Development for Your Business Workshop Outline (1 day)

In association with D3 Employee Solutions

## Handling Discipline, Grievance & Dismissals

<p><b>Who is this course designed for?</b></p> <p>Business owners and managers who need to know how to handle misconduct, poor performance &amp; staff grievances through effective disciplinary, dismissal and grievances procedures.</p> <p>HR Officers who need to build or refresh their knowledge</p>	<p><b>What's in the course?</b></p> <ul style="list-style-type: none"> <li>○ Unfair dismissal law – who qualifies, what are the fair reasons?</li> <li>○ The ACAS Code – what does it say?</li> <li>○ Model Disciplinary and Grievance Procedures</li> <li>○ Effective investigations</li> <li>○ Effective hearings/meetings</li> <li>○ Handling appeals</li> <li>○ Communications and record-keeping</li> </ul>
<p><b>What are the course objectives?</b></p> <ul style="list-style-type: none"> <li>• Know what the law and the ACAS Code of Practice says</li> <li>• Understand the importance of having written Disciplinary &amp; Grievance procedures</li> <li>• Understand the essential steps in the effective management of disciplinary problems</li> <li>• Know how to apply those steps, including achieving fair dismissals when necessary</li> <li>• Understanding disciplinary sanctions</li> </ul>	

**Our approach to this course:**

theory and discussion	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	participation in group / individual activities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	workbook exercises	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
practice exercises	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	presentations (informal and / or formal)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	handouts	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
case studies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	written / multiple choice test	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	work based assignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Does the course contribute to a linked qualification?** (if applicable)

*[Attendance certificates will be issued for every course]*

a) Unit towards ILM (First Line Management):	AWARD	Yes <input type="checkbox"/>	CERTIFICATE	Yes <input type="checkbox"/>	DIPLOMA	Yes <input type="checkbox"/>
b) Unit towards NVQ (relevant topic)	LEVEL 2	Yes <input type="checkbox"/>	LEVEL 3	Yes <input type="checkbox"/>		
c) Relevant 'thin' qualification	Yes <input type="checkbox"/>					
d) Unit towards ECDL	Yes <input type="checkbox"/>					
e) CPD for CIPD members	Yes <input checked="" type="checkbox"/>					

**What next? Please CONTACT US to book this course, or for:**

1) More information about the linked qualification	Yes <input type="checkbox"/>
2) Our latest schedules of courses	Yes <input type="checkbox"/>
3) Making an appointment to discuss your business needs	Yes <input type="checkbox"/>

**Price: £195**  
(+ VAT)  
1-day workshop