

## **DISCIPLINARY SKILLS (1 day)**

### **Up to 12 delegates**

This course is run on the basis of the client company's terms and conditions of employment and specifically its own disciplinary procedures. The approach to handling disciplinary matters is also, however, based on ACAS guidelines and takes account of recent and upcoming legal changes and case law.

The main aim of the course is to make line managers more responsible and confident in dealing with disciplinary issues and make appropriate use of company HR/Personnel professionals, rather than overstepping or abdicating their responsibilities.

As pre-course work delegates are asked to read through their company's disciplinary procedures and relevant sections of their terms and conditions of employment. This knowledge is 'tested' in a team prize quiz which is informative and fun - it also makes delegates very familiar with their in-company documentation.

The content is as follows:

- Welcome/personal objectives/key questions to be answered with regard to disciplinary matters
- Purpose of disciplinary procedures
- 'A Question Of Conduct' team quiz ( some preparation time included)
- Counselling v Disciplinary – differences/uses
- Levels Of Disciplinary action – warning life/process
- Understanding Capability procedure ( as appropriate)
- Preparing to conduct a disciplinary meeting – checking 'rules', preparing key questions (exercise)
- Format of a disciplinary meeting
- Case Studies (tailored to likely situations within client company) – exercise on preparing to conduct a disciplinary meeting, making a decision based on the facts and presenting that decision correctly
- Follow Up /Appeals
- Review objectives/questions raised