



Training Academy

DISCIPLINARY AND GRIEVANCE

COURSE DURATION

One day

NUMBER OF DELEGATES

The recommended number of participants is:

Face to face 6 - 8
Virtual 4 - 8

CONTACT:

PHONE:
01892 726060

WEBSITE:
www.ForrestTA.co.uk

EMAIL:
hello@forrestta.co.uk

COURSE OVERVIEW

As a Company, you will have disciplinary and grievance procedures and it is vital that these are followed. The implications of not following a proper laid out process, could mean that you end up with an employment tribunal claim against you.

OBJECTIVES

Having attended this event participants will be better able to:

- Explain why the disciplinary and grievance procedure are necessary:
 - The Legal Context
 - The Business Case
- The cost of getting it wrong - a brief look at discrimination Law, unfair dismissal and employment tribunal claims
- Understanding the Company's disciplinary procedure:
 - The informal approach
 - The formal procedure
- Understanding the Company's grievance procedure:
 - Identifying what is a grievance
 - Handling a grievance
- Relevant Case Law examples to illustrate Disciplinary and Grievance procedures
- Learn and Practice the skills required to handle Grievance and Disciplinary Meeting

WHO SHOULD ATTEND?

Any managers that will be involved in holding disciplinary hearings and/or grievance hearings.

COURSE STYLE

This is a highly interactive course, which not only covers the theory and procedures of disciplinary and grievances, but also practice sessions with real life scenarios.