

# DISCIPLINE & GRIEVANCE TRAINING

This course teaches managers, team leaders and HR professionals how to formally and informally deal with poor performance and misconduct and how to handle employee disputes. It covers all the relevant legislation along with practical and realistic ways of implementing it.

There's also the opportunity to discuss your own real workplace issues in a safe and confidential environment and the \*option of a post-course individual coaching session with a highly experienced HR professional to help further manage any specific issues.

\*additional fees apply

## MAIN BENEFITS:

- + Have a good understanding of the legal framework for dealing with employee performance.
- + Be confident carrying out informal performance improvement methods.
- + Be comfortable with formal methods for dealing with poor performance and misconduct.
- + Be able to deal appropriately with employee complaints.
- + Know how to handle performance, disciplinary and grievance procedures.

## WHAT YOU'LL LEARN:

- + The legal framework for dealing with employee performance.
- + How to carry out informal performance improvement methods.
- + How to deal with employee complaints.
- + The legal context of discipline and grievance.
- + How to write a performance improvement plan.
- + A better appreciation of the disciplinary process.
- + How to carry out an investigation.
- + How to conduct a disciplinary hearing.
- + How to terminate an employment.
- + How to conduct a grievance hearing.
- + Other methods to resolve employee disputes.
- + How to appropriately select and apply formal methods for dealing with poor performance and misconduct.

## COURSE DATES

This is a bespoke course which we'll design for you and however many delegates you'd like to attend.

Please get in touch to discuss dates and availability.

[hello@thepeoplefactor.org.uk](mailto:hello@thepeoplefactor.org.uk)

## WHO SHOULD DO THIS COURSE?

Managers, team leaders and HR professionals.