

## Introduction to Discipline and Grievance Procedures

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Duration: 1 day

This one day workshop is designed for delegates who either operate in an HR role or who have 'people' responsibilities and are new to the process of managing discipline and grievance issues.

This event is designed to take a practical look at the statutory requirements of the Employer in managing these issues and highlights the key steps and stages needed to ensure Organisation's deal with issues fairly and effectively or more importantly prevents problems arising in the first place!

As a result of attending this workshop, delegates will be able to –

- Describe the basic overview of what a disciplinary procedure is
- Describe the basic legal requirements of an organisation to follow a minimum statutory disciplinary procedure
- Identify the necessary steps to prepare, plan and deliver a 'best practice' disciplinary meeting
- Describe the basic overview of what a grievance procedure is
- Define what a grievance issue is
- Identify the necessary steps to prepare, plan and deliver a 'best practice' grievance meeting

### Pre requisites

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There are no prerequisites for this course