

## Handling Discipline and Grievance Issues



### Dealing with poor performance positively and constructively

#### Who is it for?

Those managers and team leaders who need to know and understand the fundamentals of the formal disciplinary processes in holding people accountable.

#### Overview

Employment Tribunals can be time consuming, costly and debilitating for employers, particularly when the Statutory Dispute Regulations have not been adhered to. Handling disciplinary and grievances correctly helps to keep the staff motivated; done incorrectly and it creates an unhelpful atmosphere and poor company culture. The aim of this workshop is to develop the delegate's knowledge and understanding of the Dispute Regulations by learning how to effectively deal with both grievance and disciplinary matters through a wide range of tools and techniques.

#### Workshop Objectives:

- Confidently deal with issues on an informal and formal basis
- Conduct fair and objective investigations into disciplinary and grievance issues
- Carry out effective disciplinary and grievance hearings
- Understand the Statutory Dispute Regulations
- Ensure that Company practices comply with the legislation
- Decrease the possibility of successful tribunal claims

#### Investment

Total investment for this one day workshop is £185 per person. Alternatively, this workshop can be delivered internally to your organisation for a total investment of £1450. Based on a group size of ten persons, this reflects an investment of £145 per person. This cost includes all relevant materials but excludes any costs associated with the venue.