

## Workshop overview

- Understanding the three step standard and the modified procedures
- Knowing the difference between and when to use: capability, performance and conduct
- Understanding the roles of the participants at a disciplinary hearing
- Understanding the employee's and the employer's rights
- Conducting a hearing
- Identifying the common mistakes
- Knowing how to use the management line
- Observing and taking part in role plays
- Understanding the importance of robust policies

## Related workshops

**People who have attended this workshop have also benefited from attending:**

**How to Appraise Your Staff**

## Workshop details

**£240 plus VAT**

**One day workshop, small group size of eight maximum. Individual and group exercises with feedback.**

# Handling Disciplinary and Grievance Hearings

## Failure to follow the process makes any dismissal automatically unfair

### Who for?

This workshop is aimed at any manager or supervisor who is likely to be involved in either a disciplinary or grievance hearing.

### Why do it?

From 1st October 2004, the Employment Act 2002 made it a legal requirement for all organisations, regardless of size, to follow minimum disciplinary, dismissal and grievance procedures. Failure to follow these procedures prior to dismissal will render the dismissal automatically unfair and leave the employer liable to pay increased compensation.

This highly practical workshop has been designed to allow individuals to gain an understanding of the procedures and have an opportunity to practise conducting a disciplinary or dismissal hearing.

### What do I get?

Templates for letters.

An opportunity to practise and receive constructive feedback.

### Ways to book

- 1 - Download, complete and send back the booking form
- 2 - Send an email to: [info@forthorstedtrainingacademy.co.uk](mailto:info@forthorstedtrainingacademy.co.uk)
- 3 - Simply ring 01634 823205

Full terms and conditions can be found at [www.forthorstedtrainingacademy.co.uk](http://www.forthorstedtrainingacademy.co.uk)

