

DISCIPLINE AND GRIEVANCE

<i>Course Code(s)</i>	<i>Course Date(s)</i>
DG	26 th November 2013

<i>Main Aim and Key Benefits:</i>	This workshop will give delegates the key tools needed to effectively carry out the Organisation's Disciplinary Procedure. It will cover how to prepare for and carry out a disciplinary interview. Delegates will have an opportunity to practice this technique on the course. Guidance on the Grievance procedure will also be covered.
<i>Course Content</i>	<ul style="list-style-type: none"> • Disciplinary and dismissal questionnaire • Why have disciplinary procedures? • Investigations • Suspension • The stages in the disciplinary process • Operating a disciplinary procedure • Structure for managing a disciplinary meeting • Skills practice • Managing appeals • Employment Tribunals • The stages of The Grievance Procedure
<i>Training Methods:</i>	<ul style="list-style-type: none"> • Presentations • Group case studies • Group exercises • Group and individual questions
<i>Who will benefit from attending:</i>	Bursars, Assistant Bursars, Managers and Supervisors with the responsibility for carrying out
<i>Duration:</i>	1 day
<i>Certification:</i>	By OBT and Progressive Training
<i>Fee (excl VAT):</i>	£167.50
<i>Training Provider:</i>	Progressive Training Ltd