



OBT

## OBT Course Outline

### 9. DISCIPLINE IN THE WORKPLACE

<b>Main Aims and Key Benefits:</b>	An essential course for members of the line management teams who have not attended in the past and especially for those who are new to a management position. This interactive session will focus on how to identify where disciplinary procedures help with employee relations and promote fairness and consistency in the treatment of individuals.
<b>Course Content:</b>	<ul style="list-style-type: none"> <li>• ACAS Code of Practice &amp; Setting and Maintaining Standards</li> <li>• Informal or Formal Approach?</li> <li>• Informal Approach</li> <li>• Formal Approach – Corrective/Formal areas of the process. <ul style="list-style-type: none"> <li>○ Fact Finding Investigation</li> <li>○ Preparing for Interview</li> <li>○ Note Taking</li> <li>○ Conclusion Notes</li> <li>○ Appeal Process</li> </ul> </li> <li>• Case Study – A chance to review a disciplinary scenario from different perspectives.</li> <li>• Personal Action Plan</li> </ul>
<b>Training Methods:</b>	<ul style="list-style-type: none"> <li>▪ Presentations</li> <li>▪ Case Studies</li> <li>▪ Syndicate exercises</li> <li>▪ Group discussions</li> <li>▪ Case Studies</li> <li>▪ Syndicate exercises</li> <li>▪ Group discussions</li> <li>▪</li> </ul>
<b>Who will benefit:</b>	Assistant Bursars, Heads of Department, Senior Team Leaders, HR Management
<b>Duration:</b>	1 day
<b>Certification:</b>	OBT and Progressive Training
<b>Training Provider:</b>	Progressive Training