

Understanding the Disciplinary Process

half-day
management
master class



- ▷ **Understand the legal requirements**
- ▷ **Know when to initiate the disciplinary process**
- ▷ **Hold disciplinary meetings with confidence**

This fast paced, interactive half-day programme gives participants the knowledge and skills needed to deal with disciplinary meetings.



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Understanding the Disciplinary Process



Overview

This programme will help managers to understand the rules and procedures that must be followed when applying the disciplinary process. It will give participants clear guidance on what to do if they are faced with a disciplinary matter and also build self-confidence when conducting a formal hearing.

Learning objectives

By attending this highly interactive and practical course you will:

- ▶ **Appreciate the key aspects of the disciplinary process**
- ▶ **Grasp the link between the Disciplinary and Performance Management processes**
- ▶ **Understand how to structure a disciplinary hearing**
- ▶ **Discover how to assess what penalty is appropriate to impose**
- ▶ **Learn how to run a discipline interview with confidence and poise**

Who should attend?

All managers who might become involved with the disciplinary process.



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Workshop content

The fundamental principles of the disciplinary process

Considering the aspects of the disciplinary process in general and the company's policy in particular:

- ▷ Purpose of a disciplinary process
- ▷ When to use the process
- ▷ Examples of unsatisfactory performance & misconduct
- ▷ Examples of gross misconduct
- ▷ The ACAS code of conduct
- ▷ The company's policy

Conducting a hearing

How to initiate, run and conclude a disciplinary hearing.

- ▷ Conducting an investigation
- ▷ The use of counselling
- ▷ Briefing an employee in advance of a hearing
- ▷ The employees right to be accompanied
- ▷ The structure of the hearing
- ▷ Considering the penalty
- ▷ Deciding the penalty (types of action & levels of warnings)
- ▷ Communicating the decision & the role of action plans



Workshop content

Case studies

A group exercise based on applying the key principles to four case studies and discussing the approach to take before comparing the groups answer with the result of the industrial tribunal.

Role plays

Practise in running a disciplinary hearing.

▶ **Pairs exercise: role-playing a disciplinary process from the**

Formal Hearing through to 'communicating the decision'



Feedback

Feedback is based upon peer review using BMC assessment checklists. Completing the BMC assessment checklists is not only valuable to the people involved in a given case study, it also helps those completing them to gain an in-depth understanding of the building blocks that make up an effective approach to running a disciplinary interview.

Contact

Further information is available by contacting Boulden Management Consultants at:

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