

MANAGING DISCIPLINE AND DISMISSALS COURSE OUTLINE: 1/2 DAY

This course is for all people managers

OBJECTIVES	
<ol style="list-style-type: none"> 1. Understand the law relating to discipline & dismissal 2. Employment Tribunals – where do employers go wrong? 3. Examine the fair reasons for dismissals under the Employment Rights Act 4. Identify the skills to effectively handle disciplinary/appeal meetings and dismissals 	
CONTENT	
<p>SESSION 1: Introduction</p> <ul style="list-style-type: none"> ▪ Introductions ▪ Course objectives ▪ Housekeeping ▪ Overview 	<p>SESSION 4: Dismissals</p> <ul style="list-style-type: none"> ▪ Statutory procedures ▪ Role of companions / union officials ▪ Minor v Gross Misconduct ▪ Dismissal ▪ Appeal procedure ▪ Employment Tribunals
<p>SESSION 2: Legal Issues</p> <ul style="list-style-type: none"> ▪ Unfair & fair dismissals: Employment Rights Act ▪ Statutory grievance and dismissal procedures ▪ The five fair reasons for dismissal ▪ BHS v Burchell – the fairness test ▪ ACAS code of practice 	<p>SESSION 5: Meeting Skills</p> <ul style="list-style-type: none"> ▪ Handling investigations ▪ Investigatory meetings ▪ Conducting the disciplinary meeting ▪ Reaching your decision
<p>SESSION 3: Discipline</p> <ul style="list-style-type: none"> ▪ Disciplinary procedures ▪ The consequences of getting it wrong ▪ Resignations ▪ Minor v gross misconduct ▪ Case Study* 	<p>SESSION 6: Summary & Close</p> <ul style="list-style-type: none"> ▪ Summary ▪ Questions ▪ Evaluation Sheets ▪ Close & Depart

TO BOOK A PLACE ON THIS COURSE OR FOR FURTHER INFORMATION, PLEASE CALL THE HJS PEOPLE TEAM ON 02380 234222.