



## Dealing with Discipline & Grievance

### Target Audience & Prerequisites

This course is suitable for managers and supervisors who are responsible for other employees.

### Course Outline

- Defining discipline
- Conducting an investigation
- Conducting a disciplinary hearing
- Record keeping
- Statutory procedures
- Grievance handling
- Harassment and bullying

Many Managers and Supervisors shy away from dealing with "problem" employees and are equally reluctant to deal with employees who consider they have a grievance against the Company or in relation to another employee because they are wary of the conflict they feel this may cause. Others relish the battle and approach these issues with vigour. Both these approaches can result in poor employee morale, poor quality products and high labour turnover.

Clear disciplinary rules and fair and consistent disciplinary and grievance procedures can maintain good employee relations, lead to improved employee morale and product quality, and can help to reduce labour turnover. Further, it can help the employer to avoid disputes and costly legal actions. This course will give key pointers on handling disciplinary and grievance situations in a fair, consistent and constructive way.

**Course Delivery:** The course is delivered by a qualified paralegal representative

**Venue:** Textile Centre of Excellence

**Duration:** 1 day course 9.30am – 4pm

**Cost:** £95.00 + VAT for members  
£110.00 + VAT for non-members

**Course Dates:** 21<sup>st</sup> April 2010

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