

Conducting Disciplinary & Appeal Hearings

Suitable for

Anyone who manages the performance of staff and wants to ensure that they are able to deal with disciplinary issues in line with acas guidance, legislation and company policies

Benefits for business

This course will provide your people with the knowledge, skills and confidence to deal with performance, behavioural issues and other disciplinary matters effectively and in accordance with policy and legislation

Course content

- Overview of acas guide and legal requirements
- The disciplinary policy and codes of conduct (organisation specific)
- Procedures to apply
- Importance of the investigation
- Dealing with evidence, witnesses and witness statements
- The burden of proof and standard of proof
- The decision
- The sanctions

Disciplinary and Appeal Hearings

- Preparation for the hearing
- The structure and procedures to use
- Using structured approaches to decision making
- Questioning techniques and listening skills
- Managing the proceedings and dealing with difficult situations
- Reaching a decision and forming reasons to support the decision
- Recording the proceedings, decision and reasons
- Delivering the decision and imposing sanctions

Duration and venue

- One day delivered on site or local training venue

Support option

- Individual ongoing support to transfer learning to workplace

For more information contact: E: anita@positiveintention.co.uk M: 07539 344433
T: 01630 686689 W: www.positiveintention.co.uk