



Mock Disciplinary Workshop

HR, Leadership and Team Management Skills



Introduction

Most of us have policies and procedures in place to deal with disciplinary matters. But what is it like to actually have the conversation?

In this practical workshop session, we explore a real-life disciplinary matter in detail and discuss how to achieve the best possible outcome.



Course Duration

SSG offer this module as part of a full or half day course which can be delivered as a classroom or virtual course.



Course Attendees

This module is suitable for SME owners, managers who do not regularly conduct disciplinaries, team leaders and supervisors.



Course Programme

- Why we discipline people
- Policies and procedures
- How to conduct a thorough investigation
- How to conduct an efficient and effective disciplinary meeting
- Documentation



Training Certification and Assessment

Following successful completion of training, SSG course attendance certificates will be issued which are valid for three years. It is recommended that certification is renewed every three years to ensure those persons responsible are kept up to date with best practices.



Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please contact our Customer Service team for more information.

Training Proposal



Course Information

Course:	Mock Disciplinary Workshop
Certificated by:	SSG Training and Consultancy
Course Duration:	2 hours



Open Course Option

Dates:	See dates and fees brochure or visit www.ssg.co.uk
Venues:	SSG – Plymouth. Also available as a virtual course.
Fee per Delegate:	£80 inclusive of all refreshments, handouts and certification



Private Course Option

Dates:	Dates can be arranged to suit client
Venue:	Client to advise preferred venue choice (SSG can arrange facilities if required, costs as detailed below)
Delegate Numbers:	Maximum of 12 delegates per course presentation
Private Course Fees:	Two hours – £395 Half day – £695 Full day – £895 Fees are per course presentation inclusive of all handouts and certification
Venue Costs:	SSG training centre fees include room hire, unlimited supply of tea, coffee and water, biscuits and lunch. <ul style="list-style-type: none">• Plymouth: £12 per delegate per ½ day, full day rates available on request• Other locations: Fees available on request If held at client's venue: <ul style="list-style-type: none">• Mileage is charged from SSG's Plymouth office at £0.50 per mile (first 60 miles included)• Overnight accommodation for the tutor at £130 per night (if necessary)

Please contact our customer service team for courses required outside of SSG's regional office area as fees may vary. All fees subject to VAT.