



Disciplinary and Grievance

HR, Leadership and Team Management Skills



Introduction

Conducting a thorough investigation and formal hearing can be tricky, particularly if emotions run high or the issue is complex. This course puts focus not only on the technicalities of the process but also on how to achieve the best outcome for the business and its employees.



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 course is suitable for SME owners, directors, senior managers, team leaders, supervisors and employee representatives.



Course Programme

- Policies and ACAS code of practice
- How to conduct a thorough investigation
- Managing complex situations

On completion of the course delegates will be able to:

- Understand the basic ACAS framework of the disciplinary and grievance process
- Review their company's own policies and procedures against the ACAS code of practice
- Appreciate the importance of a strong investigation
- Identify areas that may call for further support requirements



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.