

Managing Capability and Disciplinary

Overview

This course is designed to help managers gain familiarity and confidence with their organisation's capability and disciplinary policies and procedures. Using actual policies, 'live' paperwork and case studies, delegates will leave the day with a thorough understanding of their responsibilities and a greater ability to manage these issues independently.

Objectives

- To be able to differentiate between capability and conduct
- To be able to differentiate between counselling and formal investigation
- To be able to conduct a disciplinary investigation
- To be able to differentiate between misconduct and gross misconduct
- To be able to suspend an employee appropriately
- To be able to prepare a robust case for discipline, up to and including dismissal

Course Content

- Skill, Will and Context
- Counselling
- The capability procedure
- Communication skills
- The disciplinary procedure
- Case studies
- Key points of legislation and tribunals
- Summary and close