

HR Brief Bites for Line Managers

Managing Disciplinary Issues in the Workplace

Aim

Discipline in the workplace has a pivotal role to play in any organisation. Used correctly and fairly, where appropriate, discipline can ensure that employers, customers, suppliers, and employees are protected from any misconduct that may occur within the workplace.

This workshop will identify where disciplinary procedures and rules help with employee relations and promote fairness and consistency in the treatment of individuals.

This workshop will provide clear guidance on the procedures that should be followed, whilst ensuring participants understand best practice, and how to resolve issues early and effectively to minimize the impact poor discipline can have on an organisation.

Learning Outcomes

At the end of the workshop participants will know how to:

- Recognise the key principles of the ACAS Code of Practice for discipline
- Distinguish the importance of setting and maintaining standards
- Explain when and why to use the informal and formal disciplinary processes
- Identify the significance of preparing for disciplinary interviews, along with guidelines for note taking during the interview
- Establish how to formulate their conclusion notes following the interview to ensure an equitable outcome
- Recognise the employees' rights to appeal process

Who Should Attend the Workshop:

Line managers and supervisors.

Workshop Format

The format will be informal and participative – everyone has an important contribution to make to the discussions.

A typical workshop will cover:

- ❖ Management theory and research input from the trainer
- ❖ Learning from our shared experiences
- ❖ Small group work to discuss and share ideas

Zoom joining instructions will be sent as part of the meeting invitations unless the organisation prefers to use its own video conferencing facility.

Copies of the slides will be sent out after each workshop.



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Time	3 hours
Venue	Zoom or Teams **all participants need access to a laptop or PC
Availability	Up to 12 participants Maximum number of participants on each workshop is 12 people to enable everyone to fully take part; have their questions answered and to gain the maximum learning from the interactive workshops.
Fees	£1,175.00 plus vat (£98.00 plus vat per participant)

More Information:

For an informal chat about the workshop, please contact:

Tracy Madgwick:

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07899 665506

About the Trainer:

Tracy Madgwick has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals.

For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates.

Tracy is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licensed to deliver MBTI (Myers Briggs Type Indicator), C-me and DiSC.

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