

DISCIPLINE & GRIEVANCE TRAINING

Course Aim:

The course is designed to equip participants with the skill and techniques required to effectively manage discipline and grievance issues in their workplace.

Course Duration:

1 Day Workshop

Booking is essential as places are limited.
We look forward to seeing you there.

**Contact Catriona at 056 770 1060
to secure your place.**

[insightHR.ie](https://www.insightHR.ie)

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Learning Outcomes

At the end of this programme, participants will be able to:

- Understand the legal framework governing unfair dismissals, discipline and grievance
- Implement the correct approach to managing discipline and grievance issues in the workplace
- Implement disciplinary meetings effectively



Programme Content

This programme covers:

- Overview of the legal framework and codes of practice relating to unfair dismissals, discipline and grievance
- Unfair dismissals legislation and related codes of practice
- Fair, unfair and constructive dismissals
- The principals of due process and natural justice
- Key watch points in complying with procedures
- Employee feedback and creating a positive environment
- Preparing, planning and conducting meetings
- Grievances and how to handle them effectively

Methodology

Training is based on an experiential learning model, with learning transferred through trainer presentation, group discussion and practical exercises. It is highly participatory with an emphasis on building skill, knowledge and confidence in this area enabling the transfer of learning in a workplace/business environment.

WHEN

Thurs 23rd Nov. 2017
9.30am – 4.30pm

WHERE

Lyrath Estate Hotel,
Dublin Road, Kilkenny

PRICE

Standard Rate
€350 per person

Programme Team



Mary Cullen



Liam Barton



Keith Connolly