

Workshops Half day

HUMAN RESOURCES (HR): DISCIPLINARY INVESTIGATIONS AND HEARINGS

Overview of the course

This half day session will focus on exploring the Disciplinary framework for managing misconduct issues at work. This includes an understanding of when to invoke a formal investigation, what this involves and how the investigation is used in the formal hearing. The session will also look at how and when to define the level of offence: minor, serious or gross misconduct, and making decisions on the appropriate sanction level to apply in the circumstance.

The session will be based in interactive group work using a facilitative coaching style. There will be case studies and scenarios, and exercises will be participative and involve working in small groups.

Who is it for

Anyone with responsibility for managing people and their performance and where there may be a requirement to deal with misconduct issues. This would also be ideal for anyone who may be asked to conduct an investigatory process as part of a disciplinary. Whilst previous experience of either conducting an investigation or a disciplinary hearing would be helpful, this is not necessary.

What will you learn

You will come away from this session with an understanding of the purpose of the investigatory process and the disciplinary hearing and the respective roles these two elements play in determining whether a misconduct has occurred. You will learn how to define the levels of misconduct and understand which sanction to apply when and the factors you will need to consider in reaching a decision.

Course Content

- Acas Code of Practice - The Framework for dealing with disciplinary matters
- The case for disciplinary
- Investigation stage - a structured approach to establishing if there is a case to answer
- Types of offence - Minor, Serious, Gross Misconduct
- Potential sanctions - Warnings or Dismissal
- Managing the Disciplinary Hearing, keeping records and notes.

COURSES

This course is also available in house.

BENEFITS OF THE COURSE

***By the end of the session
you will feel.....***

.....more confident in dealing with misconduct issues at work. You will understand the overall policy framework better and how the different elements work together to contribute to finding a fair, reasonable and appropriate outcome for the situation.