

THE DISCIPLINARY PROCESS

LOCATION	DURATION	No. of DELEGATES	COST per person
On-site	1 day	6 - 12	£250.00

This course will give you the understanding, skill and willingness to use a disciplinary process when necessary

OUTLINE

Increasingly at work managers and all other employees are measured on their output. This does not necessarily mean that they are being effectively measured on their performance.

People being people there are occasions when individuals either do not do the right thing, do the right thing in the wrong way, or over-step the mark in some way. Often this can be addressed through performance management but there are occasions when difficulties must be tackled through the disciplinary process. Many managers shy away from this. They will do virtually anything to avoid the conflict inherent in initiating the disciplinary process.

Used in a planned and controlled way the disciplinary process can be key to maintaining order and responsibility in a team, can help to control those who are pushing the boundaries in unproductive or harmful ways, can help the development of an individual by showing them that a particular kind of behaviour is not going to work and, in extreme cases, can start the process of getting rid of someone who compromises the overall effectiveness of the team.

AIM

To ensure that you are able to effectively use a disciplinary process.

OBJECTIVES

To understand your company's disciplinary process and how it works.
To have the confidence and judgement to use it appropriately and effectively.
To be able to plan, record, manage and terminate what might be a difficult meeting
To understand the problems that can arise and be able to deal with them.

OUTCOMES

Understanding of your organisation's disciplinary process.
Confidence of when and how to use it.
Ability to plan for and deal with any problems that arise.
You will not give yourself excuses for not using the disciplinary process when it is necessary.