

Disciplinary Skills

The course is an **interactive workshop with a balance of instructions, information and practical application of skill**. Delegates will **role-play a disciplinary interview to practice the skills acquired** in a safe environment.

Objectives

Delegates will **discuss key principles, policies and issues**

Audience

This course is designed for **Managers and/or Team Leaders**

Duration

This is **one day Disciplinary Skills** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you**.

Location

Our **Disciplinary Skills** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.

Disciplinary Skills Course Outline

Explain why their company has a disciplinary procedure

Explain the key stages of each procedure and when to move between stages

Define key terms

Describe the role and responsibilities of line managers

Personnel in dealing with disciplinary situations

Prepare, structure, conduct and record a disciplinary interview

Complete the disciplinary documentation