

Handout 1

Disciplinary Briefing for Operational Managers Course Content

Introduction/ ground rules/ practicalities

Aims and objectives

The Disciplinary Procedure

Group Exercise A – To understand difference between disciplinary and capability issues (conduct vs performance)

- Aim of the disciplinary procedure
- What is a disciplinary issue?
- What is a capability issue?
- Types of misconduct / gross misconduct
- Manager's responsibilities
- HR responsibilities
- The improvement process

Suspension

- When to suspend
- How to suspend

Group Exercise B to decide on what action should be taken.

The Disciplinary Investigation

- Key Points
- Where to gain evidence
- Investigatory meeting
- Interviewing
- Concluding the investigation

(Break)

Group Exercise C – Investigatory meetings – whom to interview and what to ask

Compiling the Statement of Case

- Layout of the statement of case
- Contents of the statement of case
- Submission process

The Disciplinary Hearing

- Organisation of the disciplinary hearing
- Format of the disciplinary hearing
- What happens after a Disciplinary Hearing

Group Exercise D –.Open Floor for group share experiences