



The Course

In brief...

The aim of this course is to equip you with the skills and abilities to effectively draw up or apply an employer's disciplinary procedure and process an individual employee grievance application within existing legal requirements and guidance.

What the Course Leads to

What courses can I do after this?

You could attend other short business courses.

What do I need to apply

To do this course you should have...

There are no formal entry requirements.

Course costs

Costs

£175.00

Course Content

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The course will give you the opportunity to create a guidance document for such situations, to learn active questioning and listening techniques and also the all important note taking and record keeping recommendations. The workshop will include advice on how to set up a disciplinary interview, determining the levels and degrees of discipline and guidance on investigating a grievance.

Key Information

Duration

1 Day

Attendance

Part-time

Level

Other Courses

Qualification Name

College Certificate

Awarding Body

Bournemouth & Poole College

Next Steps ...

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Live chat available on the website

