

Module Ref
Module Title

EM02
Effective Discipline &
Grievance Procedures

Course Introduction

A short introductory course on the statutory minimum procedures on Discipline and Grievances in the Workplace

Course Objectives

To provide the delegates with an understanding of the Discipline & Grievance Procedures legislation within the employment law discipline.

Learning Outcomes

- * Know the relevant legislation
- * Understand the steps required in Grievance & Discipline situations
- * What Gross Misconduct is
- * Employment Tribunals views

Who Should Attend?

HR personnel, Line Managers, Owner/managers, anyone responsible for managing staff



The Presenter

Irene Keith is an Aberdeen law graduate who has recently obtained her masters in Employment Law from Robert Gordon University. She has worked for two major oil companies, in private practice, served as a local councillor on Aberdeen City Council and has run her own business providing advice to small businesses.

Certificates

Each delegate will receive a certificate of attendance on completion of the seminar.

Course Duration

Half day
9.30 am – 1.00pm