



# ***Disciplinary / Capability Process and Disciplinary Hearing***

## **Aims**

This course is for those involved in the capability and disciplinary hearing process and require an understanding of the procedures involved and the legal do's and don'ts.

## **Objectives**

*By the end of this course you will be able to*

- Define the meaning of discipline in the workplace
- Take measures to avoid disciplinary action
- Explain what is involved in the ACAS Code of Practice
- Understand the procedure involved in carrying out a disciplinary hearing
- Know the do's and don'ts of disciplinary hearings
- How to conduct a disciplinary hearing – the 'rules'
- Understand the importance of the appeal procedure
- Understand the grievance process
- Understand Statute Dispute Resolution

## **Who Should Attend**

All managers, supervisors and staff involved in holding capability and disciplinary hearings.

## **Course Contents**

- The procedure which should be adopted in convening and holding the hearing
- Documentation and letters
- The rights of the employee
- Cross-examination
- Reaching and communicating a decision
- Fair and unfair dismissal
- The difference in procedure between conduct and capability

## **Duration**

1 Day