

Managing Disciplinary Issues in the Workplace

In-company one day programme
delivered by Resolve Ireland

Investigating disciplinary issues in the workplace is a crucial process that should be carried out with care, thoroughness, and impartiality.

The objective of this one-day programme is to equip participants with the knowledge and skills to effectively deal with disciplinary issues in the workplace, fostering a positive and productive work environment.

Disciplinary issues can arise at any stage in the employee lifecycle and managers need to be aware of the importance of their role in managing performance and the ongoing employment relationship.

The learning outcomes from this programme will enable line managers and HR managers to handle disciplinary issues with professionalism, respect, and adherence to all the relevant legislation and company policies. They will also learn the skills for dealing with discipline or performance issues at work while maintaining trust and fairness.

Central to our programme are the key elements throughout the employee lifecycle that can give rise to issues necessitating management and investigation. See below for the areas under each stage covered in the programme.

Onboarding and probation:

- Setting employer expectations
- Training for role
- Code of Conduct/Company culture
- Disciplinary procedure
- Probationary reviews

Performance and development and managing the relationship:

- Regular feedback
- Performance management process
- Dealing with poor performance
- Role of manager
- Early intervention

Disciplinary sanctions and dismissals:

- General v gross misconduct
- Disciplinary investigations
- Sanctions available
- Dismissal procedures
- Third party referral

Programme Facilitators:

These programmes will be delivered by Miriam Maher and Yvonne O'Sullivan. Our extensive third-party practitioner and HR experience informs our training. We use our experiences, along with examples from relevant case law, codes of practice and interactive group discussions to ensure the programme is relevant, informative and of lasting value for the participants.

For further information, please contact Miriam Maher, Managing Director, Resolve Ireland miriam@resolveireland.ie

All our programmes can be tailored in line with the organisation's specific requirements.