



MANAGER'S TOOLKIT: HANDLING DISCIPLINARY INVESTIGATIONS, HEARINGS AND APPEALS

For any business looking to manage its exposure to unfair dismissal claims, Torque Law's 'handling disciplinary investigations, hearings and appeals' training course is essential.

Managers and leaders will be given a sound grounding in unfair dismissal law and will benefit from increased confidence to help them work through each stage of the disciplinary process, from informal discussions and formal investigations through to disciplinary hearings and appeals.

This interactive and thought-provoking session will include a case study and group exercise to give delegates hands-on experience to improve their understanding. The course content and exercises are tailored to clients' own disciplinary policies and procedures for maximum impact.

Throughout the session, delegates will be able to take advantage of the expertise of the trainers from Torque Law's specialist employment team, who will be able to share tips and their experience, with ample opportunity for questions and discussion.

"Torque Law's HR training has been hugely beneficial in developing the skills of our senior people and reducing our business risk. Giving us confidence in our decisions, helping us to avoid potential pitfalls and ensuring positive HR development and practice" Finance Director, Lithos Consulting Ltd

It pays to strengthen your position with our employment law team

- Timing:** Half-day session
- Cost:** £950 plus VAT
- Details:** Please see reverse for a course breakdown

Delegates will be awarded a certificate of completion

Session 1: Legal framework

- Unfair dismissal and automatic unfair dismissal under the Employment Rights Act 1996
- ACAS Code of Practice
- Right to be accompanied
- Liabilities for employers and compensation available to employees
- Avoiding discrimination under the Equality Act 2010

Session 2: Handling a disciplinary process

- Informal discussions
 - Suspension
 - Investigation
 - Writing invitations to disciplinary hearings
 - Disciplinary hearings
 - Reaching disciplinary decisions
 - Disciplinary sanctions
 - Tricky issues, including delay/non-attendance, ill health, criminal charges and overlapping grievances
 - Writing disciplinary outcome letters
 - Handling appeals
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