



Employment law training designed for your business

MANAGER'S TOOLKIT: HANDLING PERFORMANCE AND CONDUCT ISSUES AT WORK

Torque Law's hands-on and interactive training guides managers and supervisors through the tricky issues and risks which can arise in grievance investigations, managing performance, conduct and attendance issues.

Practical scenarios, case studies and hands-on exercises will be used to demonstrate how internal policies and procedures apply and clarify what's expected of managers and supervisors at each step.

Throughout the sessions delegates will be able to take advantage of the expertise of the trainers from Torque Law's specialist employment team as there will also be ample opportunity for questions and discussion.

"Comprehensive, practical and supportive, Torque Law's training is excellent and I'm very happy to recommend them"
Principal Operations Manager, Yorwaste

Timing: Half-day session - date(s) TBC

Cost: £950 plus VAT

Delegates will be awarded a certificate of completion

Absence management

- managing persistent short term and long term sickness absences
- ending the employment relationship due to absence

Performance and conduct management principles

- avoiding an unfair dismissal
- ACAS code of practice and internal disciplinary procedure
- handling tricky disciplinary issues

Performance and conduct management in practice

- informal procedures
- suspension, investigations and reports
- hearings and appeals
- disciplinary outcomes and sanctions
- preparing letters, meeting notes and other documents

Grievances

- informal and formal procedures
- investigations
- hearings and appeals