Effective Handling of Discipline

Under the Fair Work Act 2009 it is imperative to ensure that any disciplinary action is procedurally and substantively fair.

Employees have ready access to Fair Work Australia to challenge disciplinary action or the loss of their job so it is incumbent on employers to get it right first time round.

This course provides effective techniques:

- to effectively deal with apparent employee shortcomings at an early stage, thus preventing major problems;
- for handling disciplinary and dismissal interviews, and shows the benefits of accurate and timely warning procedures for employee disciplinary action.

Course content:

- Unfair dismissal legislation
- Procedural fairness
- Effective performance counseling skills
- Disciplinary and dismissal interviews

At the end of this course you will be able to:

- Understand the requirements of the Fair Work Act 2009 in respect of discipline and dismissals
- Recognise employee shortcomings
- Conduct a performance counseling session
- Effectively reprimand an employee
- Recognise improved performance
- Conduct a disciplinary interview
- Handle employee responses
- Accurately investigate a disciplinary incident
- Issue warnings
- Conduct a termination interview
- Determine an appropriate penalty/sanction
- Keep accurate records of all disciplinary incidents

Recommended for:
- General Managers
- IR Managers
- HR Managers
- Frontline Managers

Presented by
Mark Rodgers
BA, LLB, Admitted Attorney [Southern Africa], Harvard Program on Negotiation
DIRECTOR

The slides & exercises were extremely helpful. I also like that proformas were provided for us to use back in the workplace.

Course duration: 9am to 5pm – Full day
Course price: Please see course calendar for prices
Course location: Level 14, 340 Adelaide Street
Included: Course notes & morning tea

Log onto www.livingstones.com.au and register online or call 07 3833 1200 to book or for more information.