



# Running Effective Disciplinary Processes

## Details

**Duration:** 1 Day

## Region & Dates

**Dublin:** Feb 19, 2020

**Dublin:** May 12, 2020

**Dublin:** July 16, 2020

**Dublin:** Sep 17, 2020

**Dublin:** Nov 4, 2020

**Donegal:** Jan 24, 2020

**Donegal:** Nov 16, 2020

**Cork:** Nov 11, 2020

**Galway:** Oct 14, 2020

## Time:

9.30 am– 5.00 pm

## Cost:

Ibec member: €385

Non-member rate: €425

## Programme Overview:

This programme will give managers and HR specialists the confidence to deal effectively with problems that arise in the context of the Unfair Dismissals Acts.

## Programme Outcomes:

On completion of the programme, participants will be able to:

- Understand how to deal with poor performance
- Deal with a dishonest employee
- Understand the rules of natural justice and the implications they have for any investigation
- Deal with queries and questions on each of the covered topics
- Critically analyse current disciplinary policies and procedures
- Understand the current best practice approach to dealing with issues in the area of discipline and dismissal
- Know the legislative background to disciplining and the relationship between the unfair dismissals legislation, the equality legislation, industrial relations and any other relevant piece of legislation
- Understand current case law and be aware of new issues that are arising almost daily
- Deal with all of the aspects of a disciplinary procedure up to and including dismissal

## Approach:

The programme runs over a single day. There are a number of activities and case studies as part of the course to ensure that the key knowledge and skills are practiced.

The programme is delivered by experienced Ibec Executives who provide members with advice, consultancy and training on a daily basis. Programme participants are encouraged to express their views and experiences. The programme facilitates participant discussion to ensure a thorough understanding of the key points and their application. Real life case studies and exercises will be used to ensure a real practical understanding of each topic.



### Who Should Attend?

Managers and HR specialists who manage people at work.

### Programme Schedule:

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#### Disciplinary Hearings

- The disciplinary procedure
- Common Disciplinary Situations
- Fair procedures and the principles of natural justice
- Disciplinary Investigations
- Disciplinary appeal hearings
- Remedies
- Overview of Unfair Dismissals Act, 1977-2015

#### Discriminatory Dismissals

- Maternity-related dismissal
- Dismissals on the ground of disability
- Age-related dismissal

#### Dealing with Gross Misconduct:

- Assault
- Bullying
- Internet and e-mail abuse
- Social networking
- Intoxicants in the workplace
- Theft, fraud and dishonesty
- Conflict of interest

#### Contact:

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