

Knowing What You are Dealing With

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Learning outcomes:

- Identify the five fair reasons for dismissal.
- Recognise key terminology involved in disciplining and dismissing staff.

What you will need:

- Optional pre-course questionnaire
- Handout 1 - Fair reasons for dismissal
- Handout 2 - Key terminology
- "Who's in the bag" – activity cards

Content and suggested timings:

Pre-course discussion	10 minutes
Introduction	5 minutes
Some scary statistics	5 minutes
Five fair reasons for dismissal	20 minutes
Who's in the bag – activity	10 minutes
Key terminology	10 minutes

Total duration: 1 hour

Pre-course discussion

Pre-course questions: this is optional and can be issued prior to the training or as an opening exercise. The purpose is to identify the delegate's learning needs and areas to focus on during the discussions and activities.

The pre-course questionnaire asks:

- ▶ Do you feel confident when it comes to handling disciplinary issues?
- ▶ What is your greatest fear when it comes to managing disciplinary issues?
- ▶ Have you ever disciplined or dismissed someone?
- ▶ If so, how do you feel it went?
- ▶ In managing discipline generally, what is the principal issue for the organisation at the moment?
- ▶ What would you like to learn from this training?



You should debrief common responses and explain that all areas will be covered within the course. If other matters are raised they may need to be addressed outside of the training.

Introduction

The dreaded D comes up time and time again when managing people; disciplinaries, dismissal, depression, denial! You should reassure delegates that whilst the subject of discipline and dismissals is complex, it is possible to learn during this training a lot of what is needed to feel confident as a manager. What is crucial is to feel able to manage problems decisively and effectively via the appropriate processes.



This module will cover the legally prescribed fair reasons for dismissal and how common place scenarios fall into these categories; some legal terminology relating to dismissals and an overview of what may happen if it all goes wrong.

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