

Disciplinary and Dismissal Scenarios

Learning outcomes:

Practice the key skills required when managing discipline and dismissals.

What you will need:

Scenarios 1-3 (handouts 13-24) - Marley and Alex

Handout 25 - Scenarios - key points to remember (summary handout)

Content and suggested timings:

Practical workplace scenarios 1 ½ hours

Total duration: 1 ½ hours

Introduction

The best way to learn how to manage a disciplinary situation which may lead to dismissal is to do it! The hope is that you will never need to be in this situation; generally effective performance management and good leadership along with reasonable employees will ensure this is the case.

This module is about equipping you for the worst-case scenario and understanding the process behind a dismissal so that you can confidently carry out disciplinary investigations, hearings and appeals. By having a greater knowledge, you will be able to take action at an earlier stage, rather than letting a matter escalate and having to pick up the pieces afterwards (which is always more complicated!)

This session is about ironing out any of the mistakes that we may make in a safe environment. Delegates should be encouraged to be honest and test their knowledge from the previous modules in a practical way with no consequences other than learning!

Advise delegates of the rules of scenario exercises:

- ▶ You are allowed to make mistakes
- ▶ You are allowed to be embarrassed
- ▶ It is not a real work situation – be creative
- ▶ Be as realistic as you can, respond as the character you have been given
- ▶ When being the manager – be yourself
- ▶ Feedback is encouraged from everyone but must be constructive

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