

## Disciplinary or Grievance (Investigatory Training)

90 min -  
½ day

### 'Securing High Standards of Conduct and Performance'

**Business Scenario** Effective handling of the disciplinary or grievance investigation is not just essential but provides an opportunity to reinforce the values of the organisation.

This inspiring discussion is designed for those wanting to improve the quality of their interaction with others and use their skills to build and maintain strong working relationships.

**Your Booster Session**

- Preparing for the investigation
- The Procedure
- The Skills involved

**Action Planning - What will You do?**

Through theory, discussion and practice sessions Delegates gain a greater understanding of the disciplinary investigation process through discussions and activities.

**Flexibility of Delivery**

Active Knowledge Bites™ may be delivered pre-course, post-course or stand-alone; designed as motivational, thought provoking sessions for high impact information sharing and supported with relevant exercises, material and Action Planning to apply new ideas back into the workplace.

Sessions may be tailored and extended to a half-day course.

*Active Knowledge Bites™  
Turning Learning into Action...*

