

Mastering Disciplinary and Termination Matters in Human Resources Management

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Course Overview:

The course is designed to train HR professionals in managing disciplinary procedures and termination processes. It covers best practices for HR disciplinary actions, handling employee misconduct, and managing termination matters. Participants will learn about progressive discipline processes, HR investigations, workplace misconduct, absenteeism, harassment, and substance abuse policies. The program includes practical case studies and interactive sessions to ensure participants can confidently implement disciplinary procedures and manage employee terminations with precision and compliance.

Target Audience:

- HR Managers and Directors
- Employee Relations Specialists
- HR Consultants
- Team Leaders and Supervisors

Targeted Organizational Departments:

- Human Resources
- Employee Relations
- Legal and Compliance
- Operations Management

Targeted Industries:

- Corporate Enterprises
- Manufacturing
- Healthcare
- Retail
- Education

Course Offerings:

By the end of this course, participants will be able to:

- Develop and implement effective disciplinary procedures in HR.
- Conduct thorough HR investigations to handle employee misconduct.
- Apply best practices for employee dismissal, including preparing termination letter templates.
- Manage workplace disciplinary actions, from verbal warnings to termination for misconduct.
- Navigate HR policies for addressing absenteeism, harassment, and insubordination.
- Maintain accurate disciplinary records and create detailed disciplinary investigation reports.
- Lead termination meetings with confidence and manage post-termination obligations.

Training Methodology:

This course uses interactive learning methods to teach practical knowledge and experience. It includes case studies, group discussions, and role-playing exercises to simulate HR processes. Participants receive personalized feedback for an engaging learning experience that directly applies to the workplace.

Course Toolbox:

- Course ebook covering all aspects of HR disciplinary procedures
- Templates for disciplinary action steps and termination letters
- Checklist for conducting effective disciplinary interviews
- Sample reports for documenting disciplinary actions and investigation findings

Course Agenda:

Day 1: Fundamentals of Disciplinary Procedures

- **Topic 1:** Introduction to the Disciplinary Procedure and Its Importance
- **Topic 2:** The Purposes of Discipline in HR
- **Topic 3:** Progressive Discipline: Concepts and Application
- **Topic 4:** Disciplinary Penalties in Progressive Discipline Verbal and Written Warnings
- **Topic 5:** When to Apply the Disciplinary Procedure
- **Topic 6:** Understanding Suspensions, Demotions, and Dismissals in Progressive Discipline
- **Reflection & Review:** Key Takeaways from Day 1 and Practical Applications of Disciplinary Procedures

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Day 2: Conducting Effective Disciplinary Investigations

- **Topic 1:** Introduction to Conducting Disciplinary Investigations
- **Topic 2:** The Purposes and Timing of an HR Investigation
- **Topic 3:** Obtaining Necessary Information for Disciplinary Actions
- **Topic 4:** Interviewing Witnesses and Keys to an Effective Interview
- **Topic 5:** Writing a Comprehensive Investigation Report
- **Topic 6:** Selecting the Appropriate Disciplinary Penalty
- **Reflection & Review:** Reflecting on Investigation Techniques and Best Practices

Day 3: Managing Specific Types of Employee Conduct

- **Topic 1:** Addressing Employee Absenteeism Innocent vs. Culpable Absenteeism
- **Topic 2:** Managing Workplace Harassment and Violence
- **Topic 3:** Handling Dishonesty and Property Damage in the Workplace
- **Topic 4:** Addressing Insubordination and Sexual Harassment Claims
- **Topic 5:** Dealing with Off-Duty Conduct and Criminal Convictions
- **Topic 6:** Creating Last Chance Agreements for Employee Rehabilitation
- **Reflection & Review:** Strategies for Managing Complex Employee Conduct Issues

Day 4: Drafting and Delivering Disciplinary and Termination Letters

- **Topic 1:** Elements of a Disciplinary and Discharge Letter
- **Topic 2:** Writing Effective Termination Letters
- **Topic 3:** Guidelines for Disciplinary Record Management
- **Topic 4:** Sample Letters for Common Disciplinary Situations Suspensions, Warnings, Dismissals
- **Topic 5:** Conducting Disciplinary and Termination Meetings
- **Topic 6:** Following Up After Disciplinary Actions and Terminations
- **Reflection & Review:** Best Practices for Communication and Documentation in Disciplinary Matters

Day 5: Legal Considerations and Contractual Aspects in Termination

- **Topic 1:** Understanding Collective Agreement Clauses in Disciplinary Actions
- **Topic 2:** Key Employment Contract Clauses Related to Termination
- **Topic 3:** Statutory Prohibitions and Legal Protections for Employees
- **Topic 4:** Managing Post-Termination Obligations and References
- **Topic 5:** Addressing Potential Damages Arising from Employee Termination
- **Topic 6:** Maintaining a Fair and Compliant Disciplinary Process in HR
- **Reflection & Review:** Final Review of Legal and Ethical Considerations in HR Termination Processes

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How This Course is Different from Other Mastering Disciplinary and Termination Matters in Human Resources Management Courses:

This course offers a complete exploration of technical and practical aspects of HR disciplinary management, integrating disciplinary procedures with hands-on training in HR investigations and workplace misconduct. It emphasizes compliance with legal standards and best practices in HR dismissal procedures, enabling HR professionals to manage workplace discipline effectively.

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- Digital Government & Public Service Training Courses
- Education and Learning Development Training Courses
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- Facilities and Real Estate Training Courses
- Finance and Accounting Training Courses
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