

HR MANAGEMENT – HANDLING EMPLOYEE GRIEVANCES, DISCIPLINE & TERMINATION

AVAILABLE FOR OFFLINE & ONLINE



Human
Resource
Series

OVERVIEW

Workplace grievances may occur as long as there is an employer-employee relationship. Anything that can be deemed as unfair treatment to the employees can be classified as grievances. When not identified and handled amicably, employee morale can be affected, leading to lower engagement level and productivity, and higher attrition as employees lose confidence with the leadership.

Disciplinary action is sometimes necessary so that employees who infringe on workplace rules recognise personal and team accountabilities, which would groom them into true professionals. Grievance handling and disciplinary actions are both challenging aspects of people management, but it has got to be done when the need arises.

WHO SHOULD ATTEND?

- ✓ All managers and team leaders who need to deal with grievances and discipline in the workplace who wish to understand good practice and the issues involved in this complex area.

OBJECTIVE

- Identify your concerns and fears about dealing with grievance and disciplinary issues
- Define the meaning of a 'grievance' and 'discipline' in the workplace
- Distinguish between misconduct and Gross Misconduct
- Describe why grievance and disciplinary procedures are needed
- Be aware of the main legislation and how this fits with your organisation's Grievance and Disciplinary procedures
- Outline the Disciplinary Process
- Implement your organisation's Grievance and Disciplinary procedures