

# TRAINING SOLUTIONS

## SPECIALIST TRAINING PROVIDER

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## Managing the Disciplinary Process

### COURSE OVERVIEW

To give managers an overview of the disciplinary/capability processes.

### COURSE CONTENT

- ✓ Recognise the point at which, in the management process, the circumstances when consideration should be given to formally considering the 'disciplinary tools' available- in other words avoiding drift
- ✓ Identify the range of tools that the disciplinary process offers
- ✓ Be able to apply the disciplinary process uniformly and equitable across the company
- ✓ Recognise the importance of following 'due process' if effective outcomes are to be achieved
- ✓ Acknowledge the importance of record keeping to support successful outcomes

### CERTIFICATION

Attendance Certificate

### WHO SHOULD ATTEND:

Department Managers/Heads, Registered Managers, Senior Teachers, Senior Residential Childcare Workers and Social Workers.

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**North West**

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