



# Mock Disciplinary Workshop

## Essential HR and Employment Law Training



### Introduction

Most of us have policies and procedures in place to deal with disciplinary matters. But what is it like to actually have the conversation? In this practical workshop session, we explore a real-life disciplinary matter in detail and discuss how to achieve the best possible outcome.



### Course Duration

SSG offer this module as part of a full or half day course.



### Who Should Attend

This module is suitable for SME owners, managers who do not regularly conduct disciplinaries, team leaders and supervisors.



### Course Programme

- Why we discipline people
- Policies and Procedures
- How to conduct a thorough investigation
- How to conduct an efficient and effective disciplinary meeting
- Documentation



### Certification and Assessment

Attendance certificates will be issued after course completion and are valid for 3 years. It is recommended that certification is renewed every three years to ensure that those persons responsible are kept up to date with best practices.



### Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please speak to your HR Consultant to discuss your option for private courses.