

## Online Disciplinary Procedures Training Course (Accredited by CPD)

The aims of the disciplinary procedure are to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement when necessary.

This course covers the aims of the disciplinary procedure, penalties including investigations, allegations and suspensions, procedures for carrying out hearings, and appeals.

### **Course structure:**

Course	Module Number	Module Name
Disciplinary Procedures	1	Disciplinary Procedure and Confidentiality
Disciplinary Procedures	2	Investigations, Allegations and Suspensions
Disciplinary Procedures	3	Notification Of A Hearing, The Right To Be Accompanied, And Procedure
Disciplinary Procedures	4	Penalties, Their Effects, And Appeals
Disciplinary Procedures	5	Holding Disciplinary Hearings And A Case Study