# Disciplinary **MANAGING INFORMALLY**

Your right to manage A step by step guide to formal disciplinary

procedure - and when to use it Suspending an employee

**INVESTIGATING** 

Deciding your remit

Planning your investigation Structuring your investigation interviews

Killer Questions

Deciding whether there is a case to answer

**MANAGING FORMALLY** 

What an invite to a disciplinary hearing should say - and why

Planning your disciplinary hearing

Who can be a companion in a formal hearing? The role of a companion in a formal hearing

A quick guide to notetaking

Making your decision - do you believe they did it?

Getting off the fence

Is this bullying or harassment?

Deciding the sanction

Constructing the outcome letter

You are chairing a disciplinary appeal - what's your job?

Planning your disciplinary appeal meeting

Reaching your decision and communicating the outcome

The employment law framework

The ACAS Code of Practice

## Grievance

## **MANAGING INFORMALLY**

Grievance or gripe?

Do I deal with this formally or informally?

## INVESTIGATING

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## **MANAGING FORMALLY**

Planning your grievance hearing

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## Recruitment

Creating a job profile

What to look for on a CV

Structuring the interview

Questioning techniques for interviewers

Who is the best candidate?

## Performance

### **MANAGING INFORMALLY**

Continuous development conversations

Setting objectives: When and why?

Making your objective S.M.A.R.T

Reviewing performance against an objective

Deciding a performance rating for a member of your team

**Great quality feedback** 

The performance management journey

Identifying and describing the performance gap

Diagnosing the cause of a performance gap Identifying the support needed to close the gap

Creating an action plan

## **MANAGING FORMALLY**

Making the decision to begin the formal performance management process

Constructing the invite letter to a formal performance management meeting

Planning your formal performance management meeting Who can be a companion in a formal hearing?

The role of a companion in a formal hearing

A quick guide to notetaking

Deciding whether to give a performance

management warning

Constructing the outcome of the performance management

hearing you have chaired Is dismissal for underperformance the right thing to do?

Constructing the letter to confirm a dismissal due to incapability

You are chairing a performance management appeal what's your job?

Planning your performance management appeal hearing Who can be a companion in a formal hearing?

The role of a companion in a formal hearing

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Making your decision and communicating the outcome

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## **Difficult Conversations**

Riding the change rollercoaster

Constructive questions

Deliberate delegation

Giving great quality feedback

How to tell when performance management is not bullying

Are you okay?

"I've got stuff going on at home"

Menopause in the workplace

Managing the day to day when change is going on

Your right to manage conduct in your team

How to say 'that's not okay'

Grievance or gripe?

Do I deal with this formally or informally (grievances)

Respect at work: everyone's in!

Does 'a respectful workplace' mean we can't have fun anymore? What do I do if I feel uncomfortable about something at work?

Sexual harassment and our duty to prevent it

What is sexual harassment?

RICH LEARNING FOR TIME-POOR MANAGERS

## **Dignity**

Respect at work: everyone's in!

Does 'a respectful workplace' mean we can't have fun anymore?

What do I do if I feel uncomfortable about something at work?

Sexual harassment and our duty to prevent it

What is sexual harassment?

How to tell when performance management is not bullying How to say 'that's not okay'

**Great quality feedback** 

What is a disability?

How can disability discrimination occur?

Are you okay?

Menopause in the workplace

Your right to manage conduct in your team Do I deal with this formally or informally?

Is this bullying or harassment?



### **DAY TO DAY CHANGE**

Why we don't like change – and what to do about it Riding the change 'rollercoaster'

Managing the 'day to day' when there's change going on in the organisation

What changes can you make to your team

members' ways of working?

**REDUNDANCY** Chairing a collective redundancy consultation forum Delivering a message about a proposed redundancy

Running a redundancy consultation meeting

Running a final redundancy consultation meeting Hearing an appeal against a redundancy dismissal Collective redundancy consultation has been

announced. What will be happening?

What is consultation? Being an employee representative. What's involved?

I have been appointed as an employee rep. What's next? I am an employee representative in a redundancy consultation

How do I know that I have completed my role as a rep?

Chairing the collective consultation forum

Delivering a message about proposed change

What is consultation? Running an individual consultation meeting

Running a final individual consultation meeting

Hearing an appeal against a dismissal

Collective consultation has been announced.

What will be happening?

Being an employee representative. What's involved? I have been appointed as an employee rep. What's next?

am a rep. What should I expect to be consulted ab How do I know that, as an employee rep, I have done all I should?

## **Investigations**

Deciding your remit

Killer questions

Planning your investigation

Structuring your investigation interviews Deciding whether there is a case to answer



## Attendance

It's not their fault they're ill. (Why manage attendance?)

Welcome back to work!

What is a disability?

How can disability discrimination occur?

When to call on OH for advice

How to call on OH for advice

## **MANAGING SHORT TERM ABSENCE FORMALLY**

What an invite to an attendance management meeting

Reaching your decision - Do you give a warning?

The role of a companion in a formal hearing

Who can be a companion in a formal hearing?

## MANAGING PROLONGED ABSENCE

When to consider ending the employee's employment Inviting the employee to a meeting to consider ending

The role of a companion in a formal hearing

You are chairing an attendance management appeal hearing -What's your job?

Planning your attendance management appeal hearing Who can be a companion in a formal hearing?

The role of a companion in a formal hearing

Reaching your decision and communicating the outcome

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Creating a great quality hybrid working environment

Why we don't like change

Setting objectives: when and why?

Deliberate delegation What changes can you make to your team's way of working?

## Neurodiversity

We're All Neurodiverse **Individual Challenges** 

THE EMPLOYEE RELATIONS LIFECYCLE

The Race for Neurodiverse Talent

Employee Procedures in a Neuroinclusive Organisation





























should say - and why Planning your hearing (short term absence)

(Short term absence)

A quick guide to notetaking

Keeping in touch

Managing the absence by milestone meetings

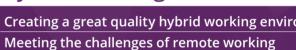
their employment Managing the meeting to consider ending their employment

Who can be a companion in a formal hearing? A quick guide to notetaking

A quick guide to notetaking

The employment law framework





Constructive questions Continuous development conversations

Making your objective SMART

Let's Talk Inclusively Some Neurodivergent Conditions

**Growing a Winning Neuroinclusive Culture** Managing Performance in a Neuroinclusive Organisation

Managing Change in a Neuroinclusive Organisation