



Presented by
Falconbury

Successfully Managing Disciplinary and Dismissals Procedures for Line Managers

15 November 2024

+ 7 March 2025, 22 July 2025

Understand how to professionally, legally and sensitively manage disciplinary procedures and get to grips with the differences between fair and unfair dismissals.



Format:
Live online



CPD:
6 hours for your records



Certificate of
completion

Course overview

Dismissing an employee is never pleasant, but unfortunately it is something that many managers will need to face at some time in their career. Are you up to date with the latest best practice and procedures?

It is essential to approach dismissals correctly and for managers to handle these sensitive issues professionally, legally and consistently to avoid a successful unfair dismissal claim.

For a dismissal to be fair there must be a fair procedure, a fair reason and the decision to dismiss must be within the range of reasonable responses. In this webinar we work through these three requirements.

The course explores what a fair procedure is and by referring to the *Acas Code of Practice: Disciplinary and Grievance Procedures* the expert trainer will explain what is required of the employer.

The programme then looks at the five potentially fair reasons for dismissal (we will not explore redundancy in detail in this webinar, given that it is a separate and specific procedure) and then ask what the 'range of reasonable responses' means.

Throughout the course the trainer will refer to cases that have come to the courts, looking at why they resulted in a fair or unfair dismissal decision. Referring to these real-life cases will help embed the learning.

There will also be plenty of time during the course to ask your questions of the expert trainer and get answers to your specific situations.

Benefits of attending

By attending this event you will:

- **Understand** what constitutes a fair dismissal process
- **Get to grips** with the five potentially fair reasons for dismissal
- **Learn** how to deal effectively with sickness and dismissal
- **Explore** what might go wrong in the process and how to deal with it
- **Expand** your knowledge of pre-termination negotiations
- **Consider** your approach to settlement agreements

Who should attend?

This online workshop is for all people managers and professionals who have leadership responsibilities. It is designed for those who want to understand how to deal with disciplinary procedures successfully and acquire the knowledge to avoid unfair dismissal claims.

Programme

A fair process for dismissal

- Acas Code of Practice: Disciplinary and Grievance Procedures
- Suspension
- Investigation
- Disciplinary hearings
- Soft skills that are needed

A fair reason for dismissal

- Types of disciplinary issues
- Progressive discipline
- Supporting documentation
- Grounds for dismissal
- Types of dismissal

A decision that is within the range of reasonable responses

- Employment law basics
- Company policies
- Rights and responsibilities
- Assessing situations: consistency and fairness
- Alternative solutions

Sickness and dismissal

- Managing long term sickness
- Managing short term sickness
- Disability discrimination

Other forms of dismissal

- Constructive dismissal
- Wrongful dismissal
- Automatically unfair dismissal
- Summary dismissal

When to use pre-termination negotiations and settlement agreements

- Pre-termination negotiations
- Acas Early Conciliation
- Settlement agreements

Presenter



Kathy Daniels

Professor Kathy Daniels retired from Aston University in the summer of 2024. Whilst at the University she held a number of managerial roles, latterly Associate Pro-Vice Chancellor (Engagement). Prior to joining Aston University Kathy held a number of senior roles in HR in the manufacturing sector. Kathy runs her own consultancy, writing, talking and advising – primarily in the area of employment law. She has written a number of books, including a textbook on employment law soon to be in its seventh edition. She is a member of the Employment Tribunal, sitting in Birmingham.

Course dates

15 November 2024

Live online

09:30-17:00 **UK (London)** (UTC+00)

Course code 15327

GBP ~~399 499~~

EUR ~~579 749~~

USD ~~663 849~~

Until 11 Oct

7 March 2025

Live online

09:30-17:00 **UK (London)** (UTC+00)

Course code 15328

GBP ~~399 499~~

EUR ~~579 749~~

USD ~~663 849~~

Until 31 Jan

22 July 2025

Live online

09:30-17:00 **UK (London)** (UTC+01)

Course code 15329

GBP ~~399 499~~

EUR ~~579 749~~

USD ~~663 849~~

Until 17 Jun

How to book



Online:

ipi.academy/2952

Alternatively contact us to book, or if you have any queries:



Email:

info@ipi.academy



Phone:

[+44 \(0\)20 7749 4749](tel:+442077494749)

Discounts

- Booking more than one delegate on any one date qualifies for a **15% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee

The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note

IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions

The rest of our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



ALEKSANDRA BEER

Tel: +44 (0)20 7749 4749

Email: inhouse@ipi.academy



YESIM NURKO

Tel: +44 (0)20 7749 4749

Email: inhouse@ipi.academy



IPI
Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

10-12 Rivington Street
London EC2A 3DU

ipi.academy

Tel: +44 (0)20 7749 4749

Email: info@ipi.academy