

MANAGING DISCIPLINE

Food Drink
Ireland



Where: Available nationwide, subject to numbers.
Aimed at: HR professionals, supervisors, managers and senior management. Anyone leading a team who would need to deal with managing discipline as part of their role.

Trainer: Established 15 years ago, **Invisio** are highly rated providers of people and organisational development training. They have significant experience across the Skillnets network as well across the Food and Drink industry for clients including Kerry Group, Aryzta, Jameson, Superquinn, a major German retailer, ABFI and Retail Ireland.

Programme Objectives

This programme was developed to help those in leadership positions or leading a team and need to deal elements of ill-discipline. The course identifies areas of managing performance and outlines disciplinary frameworks that should be in place to deal with them and notice them early. The framework will also teach how these issues should be handled in order to stop them progressing into something larger.

Programme Content

Introduction

Introduction to the course facilitator, the workshop purpose/content and participants.
Housekeeping etc

Introduction to company processes/ tools for managing employee performance, absence and conduct.

- Distinguishes between competence, capability and conduct
- Summarises the role of the people manager Vs the role of HR in the management of employee performance/absence/conduct
- Outlines the structure, purpose and requirements of the probationary period
- Outlines the disciplinary framework
- Highlights the distinction between informal and formal remedial/disciplinary action

Nipping Issues

- The importance of early identification of issues and the advantage of informal resolution
- Identifying under performance, problematic absence and misconduct
- The nature of an informal discussion
- Structuring informal feedback and key communication skills

Formal Disciplinary Procedure

- Recognising when an issue requires formal disciplinary action
- The requirements of due process/fair procedures
- Conducting a formal disciplinary hearing
- Key Skills of the disciplining manager

Role Play and Feedback

- Key Skills of the disciplining manager Participants will be asked to take part in role play throughout the day on different areas of learnings

To book your place, or for more information, contact Sam Owens, Food Drink Ireland Skillnet Project Officer on (01) 6051728 or samantha.owens@ibec.ie