



EMPLOYMENT LAW – DISCIPLINE, GRIEVANCE AND WORKPLACE INVESTIGATIONS

FULL DAY VIRTUAL FACILITATOR-LED WORKSHOP

16 NOVEMBER 2021

The maintenance of a good employee / industrial relations atmosphere in an organisation depends on the promotion and maintenance of discipline on the one hand while at the same time it is important that grievances are handled effectively in accordance with the principles of natural justice and fairness. Equally, it is important that HRM practitioners and line managers are aware of how to ensure the conduct of a robust investigation in relation to disciplinary or grievance matters.

The aim of this workshop is to provide HRM practitioners and line managers with an awareness of the law and best practice in dealing with discipline and grievance matters and an appreciation of the responsibilities that they have in relation to adhering to discipline and grievance procedures. The workshop also aims to provide guidance relating to the organisation and conduct of investigations.

WORKSHOP SCHEDULE

This full-day online workshop will take place on 16 November 2021. It will be delivered using MS Teams, will commence at 10:00 a.m. and conclude at 4:30 p.m. Participants will be advised to connect on the day from a PC or Laptop. They should have Wi-Fi, Webcam and Microphone available so that they can fully participate in the online workshop activities and discussion.

LEARNING OBJECTIVES

Upon completion of this workshop, participants will have:

- Developed an awareness of the law and practice in relation to discipline and grievance management;
- An appreciation of the importance of being proactive in addressing matters that arise in relation to discipline and grievances in the workplace;
- An appreciation of the formal stages in discipline and grievance procedures;
- An awareness of the potential pitfalls and skills required in dealing effectively with discipline and grievance matters and the conduct of investigations.

CONTENT AREAS

During the Workshop, the focus will be on:

- Disciplinary procedures - what are the statutory requirements;
- Considering the contract of employment, employee handbook and circulars - the importance of clarity;
- Understanding stress in the workplace - disciplinary procedures and the vulnerable employee;
- Disciplinary procedures and constructive dismissal;
- Complaints and grievances - statutory definitions and procedural requirements;
- Managing grievances - the rights of complainants and persons affected;
- Implementing a robust investigation - understanding terms of reference, avoiding bias and adopting procedural transparency;
- Fair procedures and natural justice - what the Courts have said about right to notice, right to cross examine and the right to representation;
- Balancing rights in investigative processes;
- The importance of clear findings in reports - avoiding common pitfalls

WORKSHOP LEADER

Sharon Dillon-Lyons BL has extensive experience of advising and representing employers on all aspects of employment law. Sharon is also an Associate Specialist of the Institute of Public Administrations HRM Training & Consultancy Unit.

WORKSHOP FEE

The cost of attendance at this full-day online workshop is €400 per person.

CANCELLATION POLICY

Please note, that in the event of a cancellation less than 48 working hours before the commencement of a workshop, a 15% cancellation fee will be charged. Cancellation fee will also apply to non-arrivals on the day.

BOOKINGS AND FURTHER INFORMATION

Bookings must be received in writing and should be made via the IPA website [here](#).

Places are limited and early booking is recommended to secure a place.

For additional information, please contact

Central Bookings Office, Training and Development Division | training@ipa.ie

Institute of Public Administration, 57-61 Lansdowne Road, Dublin D04 TC62 | www.ipa.ie