

Course code	LBSRDL034
Course name	Disciplinary and Grievance
Duration	30 Minutes
Target group	Oil and Gas Industry
Prerequisites	No prerequisites are required to sit this course.
Objective	<p>LO1: Define disciplinary & grievance procedures and why these are essential for businesses</p> <p>LO2: State the general employment legislation relating to matters of disciplinary and grievance</p> <p>LO3: Identify reasons when disciplinary action may be required</p> <p>LO4: List the typical steps to conducting a disciplinary & the potential outcomes</p> <p>LO5: Define the role of a manager in leading a disciplinary investigation</p> <p>LO6: Identify reasons why a grievance may occur in the workplace</p> <p>LO7: Explain how to handle a grievance and lead it through to a conclusion</p> <p>LO8: Describe the appeal process for disciplinary and grievance</p> <p>LO9: Explain the good practices that you can adopt to prevent disciplinary & grievance in the workplace</p>
Contents	This course will help you understand the typical process followed within the workplace when it comes to disciplinary and grievance. It will also provide you with some good practice that you, as a manager, can adopt in order to mitigate the need to invoke either of these procedures.
Exam	The assessment is taken during the course and is within the expected duration.