



INTERNATIONAL
HOTEL SCHOOL



Employment law experts since 1979

Chairing disciplinary hearings

Key Information

- Target Audience: Managers directly responsible for chairing disciplinary hearings
- Contact Training: 3 day intensive training programme
- Group Size: 16 – 24 delegates per session
- Facilitation: Andrew Levy Employment trainers

Overview: This intensive training programme focuses on the nuts and bolts of the dismissal process. Designed for managers who chair hearings or advise on how they should be run, the focus is on the foundation of fairness; procedural parameters; substantive snares; holding the hearing as well as giving practical advice on some common problems and their solutions. The training programme includes a special section on understanding the collection, use and important role of evidence – which determines whether a matter sinks or swims. The third day is focused on a mock hearing where delegates have an opportunity to apply their newly honed skills and build confidence.

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