

Managing Investigations and Conducting Workplace Hearings

Course overview

It is increasingly important that employers can show an employment tribunal that they have followed a thorough and fair investigation into complaints made by or about an employee.

Investigations can be hugely time consuming and emotionally draining. This course will provide delegates with a basic grounding in employment law and an understanding of best practice and a chance to use practical skills working through a case study.

Aims and Objectives

By the end of the course delegates will feel confident in operating the process of carrying out a workplace investigation. They will understand the difference between conduct and capability and will have a working knowledge of the fair reasons for dismissal.

Delegates working in social care settings will be able to apply the CQC Fundamental Standards specifically Regulation 20 “The Duty of Candour” to their investigations and subsequent actions.

All delegates will understand:

- The steps to take when conducting investigations and hearings
- The need to review evidence dispassionately and reach evidence based conclusions
- How to feel confident enough to carry out an investigation or chair a hearing

Programme Summary

09:45 Registration

10:00 Introductions

10:10 Disciplinary procedures

11:30 Coffee break

11:45 Conducting an Investigation – the general principles

13:00 Lunch

13:45 Conducting an investigation and interview – the practice

- Practical exercise

15:45 Tea break

16:00 General principles for the hearing

16:30 Deciding Whether Disciplinary Proceedings are Appropriate

16:45 Close & Evaluation

Please contact us for a full programme