

Managing the Discipline Process Online Course Description

Cost: The cost for this program is \$49 per person.

Workforce pricing: Contact us to discuss pricing for larger groups

Course details: If you are responsible for managing staff, there may come a time where you are required to deal with an employee who is not performing in line with the expectations of the business. It could be performance related issues, or issues of misconduct and this may lead to disciplinary action. It is important for you to understand the disciplinary process so that you can manage it effectively and, should action lead to termination of employment, be confident that you have satisfied all your obligations as an employee, so as to avoid an unfair dismissal claim.

During this course, employees will learn about:

1. Ensure that the disciplinary process is managed correctly, in line with ethical and legal expectations.
2. Conduct an employee interview and make necessary formal decisions needed.
3. How to identify and manage performance deficiencies and where they may be opportunities to rectify the situation without drastic measures, such as dismissal.

Average completion time for this online course is 80 minutes.

Key Facts:

- 100% Online Course – Complete your course quickly and easily online, no need to visit a classroom.
- Same Day Certificate – Upon completion your certificate will be sent to you
- Learn at your own pace – We keep a record of how far you've progressed with your course, so you can complete it whenever you prefer.

Who is this course for? This course is suitable for any employee working in a managerial or supervisory role in an Australian organization.



Don't wait to book your training, call now on 02 9232 1010, [contact our team](#) or book through our website www.tcptraining.com