

Disciplinary *training*

Addressing misconduct

Members of the Employee Relations team will be providing training appropriate to Headteachers and other senior managers in schools on dealing with employee misconduct. This course is designed around the Model Disciplinary Procedure available on Schools PeopleNet.

Please note that training on poor performance/capability is being planned for the Summer term in order to ensure the new arrangements coming into force on 1st September 2012 are captured. More information will follow.

Outline programme

- Introduction and objectives
- Reasons for dealing with misconduct
- The legal context and importance of procedures and records
- The model procedure
- Evidence to support a misconduct case
- Absences due to ill health related to the disciplinary process
- Tools for supporting managers and staff
- The trade union view

These dates are available in the Spring term 2012:-

5th March at the Eco-Tech Centre, Swaffham
13th March at Delia's, Norwich City Football Ground
26th March at Hethel Engineering Centre
30th April at Delia's, Norwich City Football Ground

Maximum of 20 delegates per day (one delegate per school) and places will be filled on a first come, first served basis.

To book a place, e-mail:

hrers@norfolk.gov.uk

.... stating the preferred date and venue along with any special dietary or access requirements.

This training is free of charge to delegates from schools that purchase HR services from the Local Authority but there will be a charge of **£30 per delegate** to cover the cost of venue and refreshments (including coffee on arrival and mid-morning, buffet lunch and afternoon tea). Delegates from schools that do not purchase HR services from the Local Authority may attend, space allowing, for a total cost of £400.