Workplace Disciplinary Procedures Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Workplace disciplinary procedures are a critical component of modern HR compliance, employee relations, and organizational governance. Workplace Disciplinary Procedures Training Course is designed to equip professionals with the knowledge and practical skills required to manage employee misconduct, performance issues, grievance handling, and fair disciplinary action in line with labor laws, HR best practices, and organizational policies. In today's dynamic workplace environment, organizations must balance legal compliance, workplace fairness, productivity optimization, and employee engagement, making structured disciplinary procedures essential for maintaining order and accountability.

This course provides a deep dive into progressive discipline systems, workplace investigation techniques, conflict resolution strategies, and documentation standards. Participants will learn how to implement legally defensible disciplinary actions, reduce workplace disputes, improve employee performance management, and foster a culture of transparency and accountability. With a strong focus on HR compliance frameworks, employee behavior management, and ethical decision-making, this program ensures organizations minimize legal risks while maximizing workforce productivity and morale.

Programme Curriculum

Workplace Disciplinary Procedures Training Course

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Course Objectives

1. Understand Workplace Disciplinary Policy Frameworks & HR Compliance Standards
2. Apply Progressive Discipline Models in Modern Organizations
3. Conduct Workplace Misconduct Investigations Professionally
4. Improve Employee Performance Management Systems
5. Develop skills in Conflict Resolution & Employee Relations Management
6. Ensure compliance with Labor Laws & Employment Regulations
7. Master Documentation & Evidence Handling in HR Cases
8. Handle Grievance Procedures Effectively and Fairly
9. Reduce Workplace Risk, Legal Exposure & Litigation Cases
10. Strengthen Managerial Decision-Making in Disciplinary Actions
11. Promote Workplace Ethics, Accountability & Behavioral Standards
12. Implement Fair, Transparent & Consistent HR Practices
13. Build Positive Organizational Culture & Employee Engagement Systems

Target Audience

1. HR Managers & HR Officers
2. Line Managers & Supervisors
3. Team Leaders & Department Heads
4. Organizational Development Specialists
5. Compliance & Legal Officers
6. Employee Relations Specialists
7. Business Owners & Entrepreneurs
8. Public Sector & NGO Administrators

Course Modules

Module 1: Foundations of Workplace Disciplinary Systems

- Understanding disciplinary frameworks
- Types of workplace misconduct
- Organizational policies & codes of conduct
- Role of HR in disciplinary governance
- Legal compliance basics
- **Case Study:** A retail company dealing with repeated absenteeism and policy violations

Module 2: Progressive Discipline Process

- Warning systems (verbal, written, final)
- Step-by-step escalation procedures
- Fairness and consistency principles
- Documentation requirements
- Employee rights during discipline
- **Case Study:** Manufacturing firm implementing structured warning systems to reduce turnover

Module 3: Workplace Investigations & Fact-Finding

- Conducting internal investigations
- Interviewing techniques
- Evidence collection methods
- Maintaining neutrality & confidentiality
- Reporting investigation outcomes
- **Case Study:** Harassment complaint investigation in a corporate office

Module 4: Employee Misconduct Management

- Identifying misconduct categories
- Behavioral vs performance issues
- Immediate vs progressive action
- Risk assessment in disciplinary cases
- HR decision frameworks
- **Case Study:** Misuse of company resources in an IT organization

Module 5: Grievance Handling & Conflict Resolution

- Grievance procedures step-by-step
- Mediation and negotiation techniques
- Handling employee complaints
- Preventing escalation of disputes
- Communication strategies
- **Case Study:** Conflict between team members in a healthcare facility

Module 6: Legal Compliance & Labor Law Applications

- Employment law fundamentals
- Wrongful termination risks
- Disciplinary hearings procedures
- Legal documentation standards
- Regulatory compliance audits
- **Case Study:** Legal dispute arising from unfair dismissal claim

Module 7: Documentation & HR Record Management

- Incident reporting systems
- Disciplinary record keeping
- Evidence tracking and storage
- Confidential HR documentation
- Audit-ready HR files
- **Case Study:** Audit failure due to incomplete HR disciplinary records

Module 8: Building a Positive Workplace Culture

- Ethics and accountability systems
- Employee engagement strategies
- Preventing misconduct proactively
- Leadership role in discipline culture
- Continuous improvement frameworks
- **Case Study:** Organization reducing disciplinary cases through culture transformation program

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com