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### Trainer Information

**Richard Marriot** is a seasoned primary care director/manager, involved in designing, implementing, and delivering NHS operational activities and improvement since 2006. Formally in the military, Richard has a passion for supporting organisations and individuals in their intentions to develop and improve. Currently working in, Greater Manchester, Richard has previously been employed in practice and programme manager positions, delivering programmed change across England and Wales.

In addition to supporting Network for Practices in their delivery of improvement and support across the UK, Richard has also been employed as an Associate Trainer for Thornfield's [FPM] where he delivered the GP Forward View developments as well as Institute for Leadership and Management [ILM] training, conflict and HR training.

### Booking Information

To book a place/s email

[bookings@networkforpractices.co.uk](mailto:bookings@networkforpractices.co.uk)

*Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 30 days from date of invoice.*

# Effective Management of Grievances and Disciplinary

**Date:** 18<sup>th</sup> September 2024  
**Times:** 0930 - 1230  
**Venue:** Microsoft Teams Online Platform  
**Places available:** 12

**Fee/s:**

<b>NfP Members</b>	<b>£60</b>
<b>Non Members</b>	<b>£105</b>

**This workshop is suitable for: employers and managers who want to learn more about how to handle disciplinary and grievance matters appropriately and sensitively.**

### Background

Welcome to this Network for Practices workshop/webinar. The management of people and their development whilst within the employment of the partnership is a challenge and a key requirement and skill of any practice manager. This short workshop/webinar will enable delegates to develop a better and safe understanding of the key requirements on how to apply appropriate processes to grievance and disciplinary matters. The session caters to the concerns and anxieties that many managers have during such processes.

### Course Content

By the end of this session, delegates will:

- Know why all businesses need clear and easily understood disciplinary and grievance procedures.
- Understand what could constitute misconduct, serious misconduct and gross misconduct, and the processes to follow to effectively deal with these.
- Understand what happens during - and how to carry out - an investigation and a disciplinary hearing.
- Understand the different sanctions that employees could receive, including first and final warnings and dismissal.
- Understand what constitutes unfair dismissal.
- Know what happens when an employee appeals a decision or makes a claim to an employment tribunal.

### Learning Outcomes

The workshop intends that on the conclusion of the session, each delegate will:

- Be better positioned to assess the processes relating to safe and effective management of grievance and disciplinary matters.
- Be more confident in applying safe knowledge.
- Have enhanced their processes to be more aligned to current legislation and best practice.

**Registered Office: Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH**

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