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Managing the Discipline Process

(22855)



COURSE DESCRIPTION

This course has been designed to provide training in how to manage the discipline process with consistency and procedural fairness.



Learning Outcome

This course will provide an understanding of how to:

- manage the discipline process correctly by using ethical and legal reasons
- conduct a formal investigation
- conduct an employee interview
- make a formal decision, and
- avoid common mistakes.



Course Features

- Adaptics - Kineo's unique approach to refresher training
- professional audio
- animation and interactivity
- WCAG 2.0 accessibility
- mobile compatibility
- formative assessments, and
- a certificate of completion.



Audience and Duration

All managers and supervisors of staff in the Australian workplace.

Duration: 75 minutes

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