

Discipline: Initial Steps and Investigations



A 1-day programme

Who for:

All managers with the responsibility of performance managing a team. Within the UK Fire Service this programme is aimed at Watch Manager (or non-uniformed equivalent).

In this programme, you will learn and practise:

- A thorough understanding of the disciplinary policies and procedures, as they apply in the organisation
- Step by step, the responsibilities of the line manager in Formal Discipline matters
- How to differentiate between issues of misconduct and incapability
- When to escalate a performance issue into the formal discipline procedure and how to address and deal with the misconduct before it becomes serious
- Gaining the skills and confidence to interview witnesses objectively
- Gathering information, collating the information in date order and evaluating the evidence
- How to conduct an investigation, including completing necessary procedural paperwork
- Developing the case so that it can be objectively presented to a Hearing

