

Advanced Skills in Employment Investigations and the Application of Disciplinary Procedures



La Touche Training
the legal training consultants



Investigations involving employees have legal implications for both employees and employers. Key legal principles apply and must be adhered to. Frequently managers are unclear on how to proceed. They fail to understand the legal implications of what they say and do.

A defective employment investigation will prevent employers from dealing effectively with disciplinary issues. They may lead to legal proceedings which if reported by the media can convey a negative image of your organisation in the eyes of your clients or the public.

La Touche Training

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ADVANCED SKILLS IN EMPLOYMENT INVESTIGATIONS AND THE APPLICATION OF DISCIPLINARY PROCEDURES

"La Touche Training provided professional training, which was customised to our requirements and provided key relevant skills for all delegates. The training was valued highly by all those who attended and proved particularly relevant for our organisation."

HR Manager

WHO AND WHY?

HR staff and managers need to know and understand the law and how they practically apply it in disciplinary matters. Best practice principles must be followed so that investigators investigate effectively and invoke a disciplinary procedure without being unfair.

COURSE OUTLINE

This two-day course is designed to give practical guidance on best practice in relation to employment and disciplinary investigations. Delegates will learn by focusing in an experiential way on the practical aspects of an investigatory or disciplinary process. The training will cover areas such as fact finding, notetaking, interviewing, weighing up the evidence and report writing so as to comply with the employees right to "natural and constitutional" justice at all times. This is done through practical exercises & roleplays on specific case studies with feedback from the trainer who is a qualified lawyer practicing in the employment field.

Delegates will leave with a checklist for employment investigations & disciplinary procedures enabling them to consider allegations, investigate using proper procedures, weigh up the evidence and make the appropriate decision.

Our team of lawyers & course designers have unparalleled experience in employment law and in providing high quality training that is tailored to your exact requirements. We also guarantee a confidential and discreet service to clients involved in high profile litigation.

KEY LEARNING POINTS

Delegates will:

- Review and update their practical understanding of essential employment law
- Have the importance of employment law procedures in the workplace put in context
- Understand the importance of a grievance procedure framework and how to apply "best practice" procedures
- Understand the importance of the principles of "natural and constitutional"

justice when carrying out an investigation or applying disciplinary procedures

- Focus in an experiential way on key aspects of applying those procedures including interviewing, note taking, cautioning and report writing
- Learn how to weigh up the evidence so as to comply with legal requirements
- Experience role-plays where the procedures in a disciplinary hearing and/or legal hearing are experienced first hand

COURSE LOGISTICS

This course is ideally run over two days. Courses generally start at 9.30am and finish at 5.00pm.

Running our courses in-house, you can:

- Choose the date, venue, timings and delegate numbers
- Save on travel and accommodation costs
- Specify the course content and have it tailored to your exact needs

ABOUT LA TOUCHE TRAINING

La Touche Training is Ireland's leading legal training company. We specialise in training non-lawyers in legal matters.

Our course designers and team of lawyers have unparalleled experience in providing high quality training that is tailored to your exact requirements.

Since beginning our specialised programme in 1995 over 70,000 delegates have attended our high quality and innovative training programmes. Clients' feedback is testimony to the success of our courses.

We work with a broad range of organisations including:

Companies & Organisations

- AON Risk Management
- DELL
- Eircom
- ESB
- FAS
- Fire Services Council
- Health Service Executive (All areas)
- I.B.E.C
- Institute of Chartered Accountants of Ireland
- Institute of Engineers of Ireland
- Pfizer
- PM Group
- RPS Consulting Engineers

Government Departments

- Department of Agriculture & Food
- Department of Arts, Heritage, Gaeltacht & The Islands
- Department of Communication, Marine and Natural Resources
- Department of Education & Science
- Department of Enterprise, Trade & Employment
- Department of Environment
- Department of Foreign Affairs
- Department of Health
- Department of Justice, Equality & Law Reform
- Department of Public Enterprise
- Department of Transport

Local Authorities

- Clare County Council
- Cork County Council
- Donegal County Council
- Dublin City Council
- Fingal County Council
- Galway City Council
- Kerry County Council
- Longford County Council
- Mayo County Council
- North Tipperary County Council
- South Dublin County Council
- South Tipperary County Council

Regulatory Bodies

- Companies Registration Office
- Competition Authority
- Comreg
- Financial Regulator
- Irish Naval Service
- Labour Inspectorate
- National Parks & Wildlife Service
- Office of Director of Corporate Enforcement
- Office of the Director of Consumer Affairs
- Private Security Authority
- Revenue Inspectors



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**Please call Adrian Kiernan on 01 8788 263
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