

WEBINAR: Handling Grievance, Discipline, Termination and Dismissal



Overview

Explore the practical skills needed to attract, engage, retain and manage staff. Discover the best competency-based strategies to motivate and retain employees. Obtain a more thorough understanding of roles and responsibilities of managers involved in the HR functions of today's organizations. Increase your confidence and productivity.

Objective

- This seminar aims to enable you with the skills to handle grievance and disciplinary actions, such that difficult employee situations can be turned around to become opportunities to enhance employee performance. When the situation warrants termination and dismissal, you must be able to abide by the law and conduct these actions with confidence.

Who Should Participate

- Managers who need to understand and apply HR systems
- Non-HR professionals who are responsible for HR activities
- Managers and professionals who are tasked with launching an HR department
- HR professionals with less than five years of experience
- HR specialists who have limited generalist experience.
- Anyone who handles and manages human resources or people

Key Topics

- I. Employee Grievances
- II. Union Employee Grievances
- III. Employee Discipline
 - Preventive Discipline
 - Corrective Discipline
 - Positive Discipline
 - Progressive Discipline
- IV. Steps in a Disciplinary Procedures
- V. Organizational Policy and Procedure - Components
- VI. The Disciplinary Process
 - Warnings (Formal Written)
 - Suspensions
 - Termination
- VII. Guidelines for Terminating an Employee
- VIII. Grounds for Immediate Termination
- X. Documentation

Reserve now! Call us at:

Tel. (02) 8.727.56.28 / (02) 8.727.88.60

Mobile Numbers: Globe: 0915-205-0133 / Smart: 0908-342-3162

/ Sun: 0933-584-7266

Website: www.businesscoachphil.com

Duration

- 3 hours

Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

- Please call to register (0915.205.0133|0908.342.3162 | 0933.584.7266| (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to businesscoachphil@gmail.com. You will receive a confirmation within 48 hours.

Mode of Payment

- Deposit/Transfer cash payment to Banco de Oro:

Savings Account Name: BUSINESSCOACH, INC.
Savings Account Number: 00235-003-71-22

- Kindly email deposit slip or screen capture of payment details (indicate name of participant and seminar title) to confirm reservation.

Register Now! (Limited Slots Available)



Webinar Title _____

Date _____

Participant _____

Mobile Number _____

Email _____

Participant _____

Mobile Number _____

Email _____

Participant _____

Mobile Number _____

Email _____

Participant _____

Mobile Number _____

Email _____

Company Name _____

Address _____

TIN _____

Contact Person _____

Designation _____

Landline _____

Mobile Number _____

Email Address _____

(You may use a separate sheet for additional registrations)

*Kindly email form to businesscoachphil@gmail.com