

New Disciplinary Procedure Training



Why is this programme important?

We have developed a specific 2 day programme for all those in the fire service, to have the necessary and relevant information and behaviours when implementing a disciplinary procedure in line with the Grey Book.

What exactly is this programme?

This Disciplinary training programme has been researched and co-created by JSA & appropriate, key individuals within the Fire & Rescue Service responsible for transposing the new disciplinary procedures from the Grey Book.

How is the programme structured?

This programme runs over 2 consecutive days. This length of training will be sufficient to achieve the course objective, as well as give understanding of role and confidence to undertake it. Where available JSA will draft ACAS in to deliver talks around the legal frameworks. The target group for this programme are, Management from Brigade Manager down to Watch Manager and non-uniform equivalents. The delivery method is face to face classroom based, ideally with around 2 participants per class.

What are the course objectives

To provide managers with an understanding of the new disciplinary process, their role within it and the skills to be able to operate it fairly and effectively. To highlight how this training also ties into IPDS Management 'People Skills' section.



New Disciplinary Procedure Training (continued)

What is the course content?

The Programme – 2 days covering:

1 **Managing Performance:**

Role, tasks, standards competencies: a review to re-establish the role, key activities, standards, competencies.

2 **Assess performance:**

Agree measures of performance, monitor, note examples, measure against agreed standards and objectives.

Hold ongoing review and feedback one to ones.

3 **Performance review:**

Review all aspects of the role and key activities, agree future objectives and action plans; agree development plans.

Complete appraisal documentation.

4 **Agree P.O.W.E.R. outcomes**

With action plans and review schedule.

5 **Agree development plan:**

To include:

Coaching, training, delegation, projects etc.

Handling Discipline and Grievance

Discipline Policy and Procedure

Legal Framework

Concept of Fairness

Dismissal – Fair and Unfair

Incapability

Duties and Rights

Employment Law

Employment Tribunals

Performance Interview Techniques

