Disciplinary Procedure Design Training Course

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s dynamic corporate landscape, organizations face increasing scrutiny over workplace compliance, employee relations, and regulatory adherence. Designing an effective disciplinary procedure is no longer optional it is a critical strategic tool to ensure transparency, fairness, and legal compliance. Disciplinary Procedure Design Training Course empowers HR professionals, managers, and team leaders to develop structured, actionable, and legally compliant disciplinary frameworks that enhance organizational culture and protect against workplace disputes. Participants will gain hands-on skills in crafting policies that balance employee rights with organizational objectives, fostering accountability, consistency, and trust.

The course emphasizes practical, real-world application through case studies, scenario-based learning, and interactive workshops, ensuring participants can implement robust disciplinary procedures immediately. By integrating contemporary HR trends, labor law updates, and digital tools, the training equips participants to navigate complex workplace challenges effectively. Attendees will leave with the expertise to streamline disciplinary processes, mitigate risks, and maintain a harmonious, high-performance workplace while promoting ethical leadership and compliance culture.

Programme Curriculum

Disciplinary Procedure Design Training Course

Introduction

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Course Duration

5 days

Course Objectives

By the end of this training, participants will be able to:

1. Develop comprehensive disciplinary policies aligned with labor law compliance.
2. Implement fair and transparent disciplinary frameworks for employee accountability.
3. Analyze and mitigate workplace risk factors related to misconduct.
4. Apply conflict resolution strategies in disciplinary cases.
5. Conduct effective investigations and hearings for disciplinary actions.
6. Enhance employee relations through structured procedure design.
7. Integrate HR analytics and digital tools in disciplinary decision-making.
8. Draft standard operating procedures (SOPs) for disciplinary compliance.
9. Ensure legal defensibility in disciplinary actions.
10. Design progressive disciplinary frameworks for performance management.
11. Build leadership skills in employee coaching and corrective actions.
12. Use real-world case studies to improve decision-making and judgment.
13. Promote a compliance-driven, ethical organizational culture.

Target Audience

1. HR Managers
2. Team Leaders and Supervisors
3. Compliance Officers
4. Employee Relations Specialists
5. Legal Advisors in HR
6. Organizational Development Professionals
7. Line Managers
8. Small Business Owners

Course Modules

Module 1: Introduction to Disciplinary Procedures

- Overview of workplace disciplinary frameworks
- Importance of compliance and ethical governance
- Key legal obligations and labor law updates
- Identifying organizational disciplinary gaps
- **Case Study:** Company X – Implementing first-time corrective actions

Module 2: Policy Development & Documentation

- Designing clear disciplinary policies
- Structuring rules, offenses, and consequences
- Aligning with HR compliance standards
- Drafting Standard Operating Procedures (SOPs)
- **Case Study:** Policy overhaul in a multinational company

Module 3: Investigation & Evidence Collection

- Steps for conducting impartial investigations
- Gathering and documenting evidence effectively
- Interviewing techniques for witnesses and employees
- Avoiding bias in investigations
- **Case Study:** Handling employee misconduct with multiple witnesses

Module 4: Conducting Disciplinary Hearings

- Structuring formal hearings and review panels
- Communicating decisions clearly and professionally
- Maintaining confidentiality and fairness
- Ensuring legal defensibility of decisions
- **Case Study:** Resolving repeated workplace violations

Module 5: Progressive Discipline & Corrective Actions

- Applying stepwise disciplinary approaches
- Balancing corrective vs punitive measures
- Coaching and counseling techniques
- Monitoring performance improvements
- **Case Study:** Turnaround of low-performing team through progressive discipline

Module 6: Conflict Resolution & Mediation

- Understanding workplace conflicts and root causes
- Effective mediation strategies for HR
- Negotiation and compromise skills
- Documenting resolution agreements
- **Case Study:** Mediation between conflicting departments

Module 7: Digital Tools & HR Analytics

- Leveraging HR software for tracking disciplinary actions
- Using analytics for decision-making
- Automation of warnings, documentation, and reports
- Predictive modeling for risk prevention
- **Case Study:** Using analytics to reduce repeated violations

Module 8: Compliance, Ethics & Cultural Integration

- Ensuring adherence to labor law and organizational ethics
- Promoting a culture of accountability and trust

- Embedding compliance in leadership practices
- Change management for policy adoption
- **Case Study:** Successful ethical culture implementation in an international firm

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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