



# Training at Les Cotils

We are delighted to share details of our upcoming course...

## **Training for Small Businesses Managing Discipline and Grievance in the Workplace Thursday 11<sup>th</sup> January 2018**

Employers need to deal fairly but firmly with staff misconduct. They must also handle complaints (grievances) in a reasonable, open minded, fashion. This course covers the basics:

- Disciplinary Process (Informal and Formal)
- Grievance Process
- The Law in Guernsey

Handling these matters properly can save an employer time and money, not to mention setting the scene for staff around conduct and expected standards.

### **Course Details**

This course runs from 08:30 - 10:00 and costs £20 per person.

### **Course Providers**

Les Cotils, in partnership with ACAS, and Management Training Consultant Paul Beard, are offering a range of courses, aimed at small businesses.

To book, please call Vanessa Marsh on 727793 or contact Vanessa via email on [Ness@lescotils.com](mailto:Ness@lescotils.com).

The costs for this course are payable at the time of booking.



/LesCotils

Les Cotils Centre, L'Hyvreuse, St Peter Port, GY1 1UU

01481 727793

[reception@lescotils.com](mailto:reception@lescotils.com)

[www.lescotils.com](http://www.lescotils.com)



@LesCotils