



# Training at Les Cotils

## Managing Effective Investigations (for discipline and grievance)

Wednesday 21<sup>st</sup> November 2018

### Course Outline

Although most employers understand the basics of managing discipline and grievance, the formal process can fall down because of flaws in the investigation process.

This 3 hour course is intended to provide essential skills for planning, undertaking and reporting on disciplinary investigations.

There will be an opportunity to practice some practical skills, but this will not be compulsory!

### Course Details

This course runs from 08:30 - 11:30 and costs £40 per person.

### Course Providers

Les Cotils, in partnership with ACAS, 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.

Your support of Les Cotils enables us to invest back into the local community.



/LesCotils

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