# دورة تدريبية في إتقان المسائل التأديبية وإنهاء الخدمة في إدارة الموارد البشرية

16 - 20 Mar 2027

باريس

AGILE LEADERS
Training Center

# دورة تدريبية في إتقان المسائل التأديبية وإنهاء الخدمة في إدارة الموارد البشرية

المرجع: 36341_25428 التاريخ: 16 - 20 Mar 2027 الموقع: باريس الرسوم: Euro 5700

## Course Overview:

The course is designed to train HR professionals in managing disciplinary procedures and termination processes. It covers best practices for HR disciplinary actions, handling employee misconduct, and managing termination matters. Participants will learn about progressive discipline processes, HR investigations, workplace misconduct, absenteeism, harassment, and substance abuse policies. The program includes practical case studies and interactive sessions to ensure participants can confidently implement disciplinary procedures and manage employee terminations with precision and compliance.

## Target Audience:

- HR Managers and Directors
- Employee Relations Specialists
- HR Consultants
- Team Leaders and Supervisors

## Targeted Organizational Departments:

- Human Resources
- Employee Relations
- Legal and Compliance
- Operations Management

## Targeted Industries:

- Corporate Enterprises
- Manufacturing
- Healthcare
- Retail
- Education

AGILE LEADERS
Training Center

## Course Offerings:

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

- Develop and implement effective disciplinary procedures in HR.
- Conduct thorough HR investigations to handle employee misconduct.
- Apply best practices for employee dismissal, including preparing termination letter templates.
- Manage workplace disciplinary actions, from verbal warnings to termination for misconduct.
- Navigate HR policies for addressing absenteeism, harassment, and insubordination.
- Maintain accurate disciplinary records and create detailed disciplinary investigation reports.
- Lead termination meetings with confidence and manage post-termination obligations.

## Training Methodology:

This course uses interactive learning methods to teach practical knowledge and experience. It includes case studies, group discussions, and role-playing exercises to simulate HR processes. Participants receive personalized feedback for an engaging learning experience that directly applies to the workplace.

## Course Toolbox:

- Course ebook covering all aspects of HR disciplinary procedures
- Templates for disciplinary action steps and termination letters
- Checklist for conducting effective disciplinary interviews
- Sample reports for documenting disciplinary actions and investigation findings

## Course Agenda:

### Day 1: Fundamentals of Disciplinary Procedures

- Introduction to the Disciplinary Procedure and Its Importance Topic 1:
- The Purposes of Discipline in HR Topic 2:
- Progressive Discipline: Concepts and Application Topic 3:
- Disciplinary Penalties in Progressive Discipline Verbal and Written Warnings Topic 4:
- When to Apply the Disciplinary Procedure Topic 5:
- Understanding Suspensions, Demotions, and Dismissals in Progressive Discipline Topic 6:
- Key Takeaways from Day 1 and Practical Applications of Disciplinary Procedures Reflection & Review:

## Day 2: Conducting Effective Disciplinary Investigations

- Introduction to Conducting Disciplinary Investigations Topic 1:
- The Purposes and Timing of an HR Investigation Topic 2:
- Obtaining Necessary Information for Disciplinary Actions Topic 3:
- Interviewing Witnesses and Keys to an Effective Interview Topic 4:
- Writing a Comprehensive Investigation Report Topic 5:
- Selecting the Appropriate Disciplinary Penalty Topic 6:
- Reflecting on Investigation Techniques and Best Practices Reflection & Review:

## Day 3: Managing Specific Types of Employee Conduct

- Addressing Employee Absenteeism Innocent vs. Culpable Absenteeism Topic 1:
- Managing Workplace Harassment and Violence Topic 2:
- Handling Dishonesty and Property Damage in the Workplace Topic 3:
- Addressing Insubordination and Sexual Harassment Claims Topic 4:
- Dealing with Off-Duty Conduct and Criminal Convictions Topic 5:
- Creating Last Chance Agreements for Employee Rehabilitation Topic 6:
- Strategies for Managing Complex Employee Conduct Issues Reflection & Review:

## Day 4: Drafting and Delivering Disciplinary and Termination Letters

- Elements of a Disciplinary and Discharge Letter Topic 1:
- Writing Effective Termination Letters Topic 2:
- Guidelines for Disciplinary Record Management Topic 3:
- Sample Letters for Common Disciplinary Situations Suspensions, Warnings, Dismissals Topic 4:
- Conducting Disciplinary and Termination Meetings Topic 5:
- Following Up After Disciplinary Actions and Terminations Topic 6:
- Best Practices for Communication and Documentation in Disciplinary Matters Reflection & Review:

## Day 5: Legal Considerations and Contractual Aspects in Termination

- Understanding Collective Agreement Clauses in Disciplinary Actions Topic 1:
- Key Employment Contract Clauses Related to Termination Topic 2:
- Statutory Prohibitions and Legal Protections for Employees Topic 3:
- Managing Post-Termination Obligations and References Topic 4:
- Addressing Potential Damages Arising from Employee Termination Topic 5:
- Maintaining a Fair and Compliant Disciplinary Process in HR Topic 6:
- Final Review of Legal and Ethical Considerations in HR Termination Processes Reflection & Review:

## How This Course is Different from Other Mastering Disciplinary and Termination Matters in Human Resources Management Courses:

This course offers a complete exploration of technical and practical aspects of HR disciplinary management, integrating disciplinary procedures with hands-on training in HR investigations and workplace misconduct. It emphasizes compliance with legal standards and best practices in HR dismissal procedures, enabling HR professionals to manage workplace discipline effectively.

AGILE LEADERS
Training Center

AGILE LEADERS
Training Center

# فئات الدورات التدريبية

الدورات التدريبية في مجال البيئة والاستدامة

دورات إدارة الجودة وتطوير العمليات

دورات إدارة و تحليل البيانات ودورات علم البيانات

دورات إدارة و تطوير الموارد البشرية

دورات الأمن السيبراني ودورات تقنية المعلومات

دورات الاتصال الجماهيري و السياسات والعلاقات العامة

دورات التدريب القانوني والمشتريات والتعاقدات

دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات

دورات الحوكمة وإدارة المخاطر والامتثال

دورات السكرتارية و إدارة المكاتب

دورات الصحة والسلامة والأمن المهني

دورات الصيانة ودورات المجالات الهندسية المتنوعة

AGILE LEADERS
Training Center

# فئات الدورات التدريبية

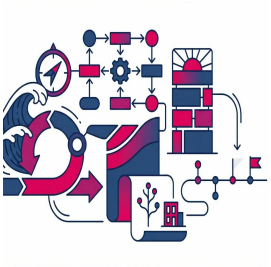
دورات المحاسبة و التمويل و دورات الإدارة المالية

دورات المهارات الشخصية وتطوير الذات

دورات في مجالات القيادة والإدارة

دورات معتمدة بشهادة CPD

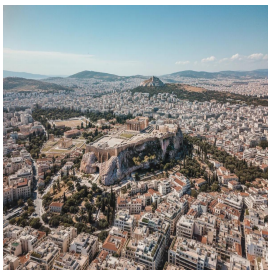
دورات معتمدة من قبل هيئات دولية



دورات مكتب إدارة المشاريع وإدارة المشاريع الرشيقة

AGILE LEADERS
Training Center

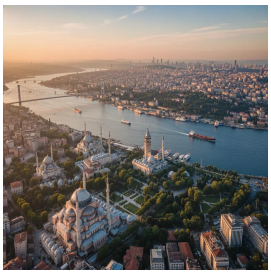
# مدن التدريب



أثينا - اليونان

أكرا - غانا

أمستردام - هولندا



اسطنبول - تركيا

الجبيل - المملكة العربية السعودية

الدار البيضاء - المغرب

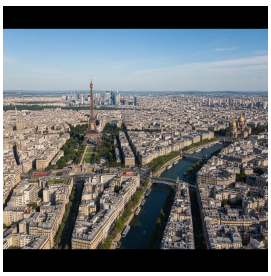
الدوحة - قطر

الرياض - المملكة العربية السعودية

القاهرة - مصر

الكويت - الكويت

المنامة - مملكة البحرين



باريس - فرنسا

باكو - أذربيجان

بالي - جمهورية إندونيسيا

بانكوك - تايلند

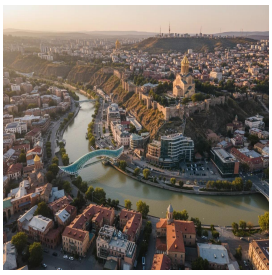
براغ - جمهورية التشيك

AGILE LEADERS
Training Center

# مدن التدريب

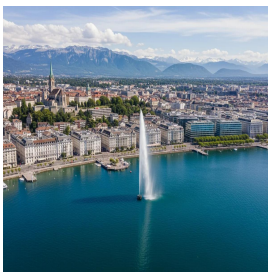
برشلونة - إسبانيا

بوكيت - تايلاند



تبليسي - جورجيا

جاكرتا - جمهورية إندونيسيا



جنيف - سويسرا

جوهانسبرغ - جنوب إفريقيا

دبي - الإمارات العربية المتحدة

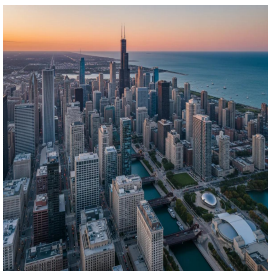
روما - إيطاليا

زنجبار - تنزانيا

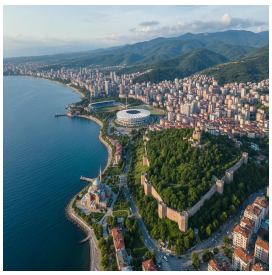
سان دييغو - الولايات المتحدة الأمريكية

سيول - كوريا الجنوبية

شرم الشيخ - مصر

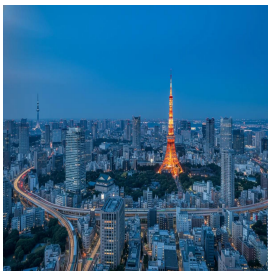


شيكاغو - الولايات المتحدة الأمريكية



طرابزون - تركيا

طشقند - أوزبكستان



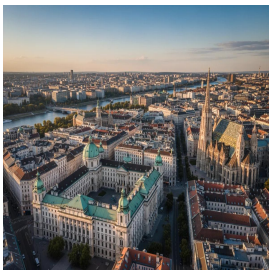
طوكيو - اليابان

AGILE LEADERS
Training Center

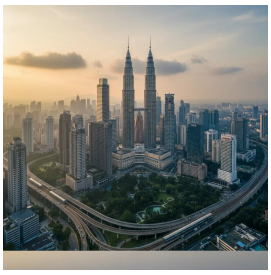
# مدن التدريب

عمان - المملكة الاردنية الهاشمية

عن بعد - منصة زووم

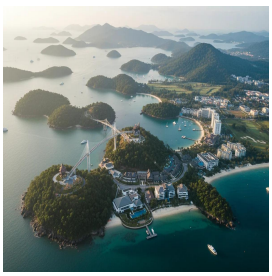


فيينا - النمسا



كوالالمبور - ماليزيا

كيب تاون - جنوب إفريقيا



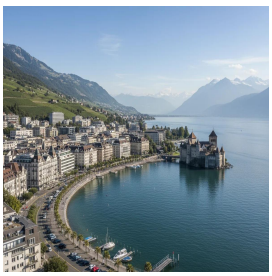
لانكاوي - ماليزيا

لندن - المملكة المتحدة

ماربيا - اسبانيا

مدريد - إسبانيا

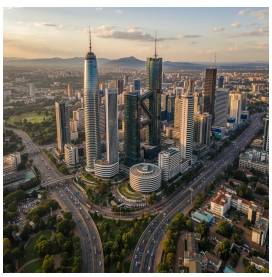
مسقط - سلطنة عمان



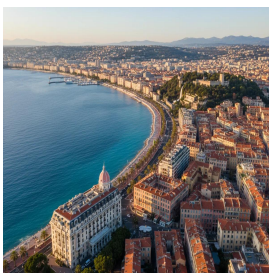
مونترو - سويسرا

ميلان - إيطاليا

ميونخ - ألمانيا



نيروبي - كينيا



نيس - فرنسا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.

AGILE LEADERS
Training Center

## CONTACT US


UAE, Dubai Investment Park First

+971585964727
+447700176600

sales@agile4training.com