Course : Disciplinary Authority: Ensuring Best Practices in HR

Practical course - 1d - 7h00 - Ref. PLD
Price : 910 CHF E.T.

NEW

How can you exercise disciplinary authority fairly and with legal certainty? This training provides HR professionals with the essential guidelines and tools to ensure their disciplinary practices are legally sound. From internal policies to conducting preliminary interviews, participants will learn how to classify misconduct, select appropriate sanctions, and apply disciplinary procedures in compliance with the legal framework.

Teaching objectives

At the end of the training, the participant will be able to:

- Using School Rules as a Tool for Disciplinary Oversight
- Identify and classify misconduct
- Choose a sanction appropriate to the situation at hand
- Implement the disciplinary procedure in accordance with the legal framework
- Conducting a preliminary interview with the right approach

Intended audience

Human resources professionals, HR directors, HR managers, managers, and anyone involved in disciplinary management of employees.

Prerequisites

None

Practical details

Teaching methods

An active and interactive teaching approach that alternates between legal concepts, case studies, sharing of best practices, and role-playing exercises to promote the practical application of disciplinary tools.

Course schedule

PARTICIPANTS

Human resources professionals, HR directors, HR managers, managers, and anyone involved in disciplinary management of employees.

PREREQUISITES

None

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1 Establish a safe disciplinary framework

- Identify the legal framework for disciplinary authority
- Defining the Role of the Bylaws
- Secure sensitive clauses (alcohol, drugs, risky behavior)
- Apply the fundamental principles of disciplinary law

2 Classify infractions and determine the penalty

- Recognizing the Different Levels of Fault
- Classifying errors as minor, serious, and gross
- Apply the full range of disciplinary sanctions
- Choosing the Most Appropriate Disciplinary Action
- Ensuring the Principle of Proportionality

Case study

Analyze disciplinary situations. Justify the choice of a disciplinary action.

3 Ensuring the Disciplinary Process Is Fair

- Understanding the Timelines and Steps of the Process
- Respect the employee's rights
- Preventing Procedural Errors
- Strengthen the traceability of disciplinary decisions

Case study

Develop a comprehensive disciplinary procedure based on a real-life case.

4 How to Succeed in a Disciplinary Hearing

- Preparing for the preliminary interview
- Adopt a firm, fair, and professional stance
- Handling Sensitive Reactions
- Guiding the discussion step by step
- Gather the explanations and conclude the interview clearly

Role-playing

Practice conducting disciplinary interviews, followed by a debriefing and group feedback.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

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Dates and locations

REMOTE CLASS

2026 : 18 Dec.

2027 : 2 Apr., 2 July, 27 Sep., 17 Dec.