PARTNERS IN KNOWLEDGE UK LTD
Suite No. 129
295 Chiswick High Road
LONDON W4 4HH

# HR Investigation and Discipline Procedures (Management Level)

PIK851-0227 DZ-A-1

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| **Place** | : Algiers | **Venue** | : Holiday Inn (02 Rte de Ouled Fayet, Chéraga 16002, Algiers) - TBC | | |
| **Start Date** | : 07-02-2027 | **End Date** | : 11-02-2027 | **PPP** | : £3950 |

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**If you can't train them, you can't blame them!**

## Short Description:

This intensive training program equips management-level professionals with the knowledge, skills, and practical tools required to handle HR investigations and disciplinary procedures with fairness, consistency, and legal compliance. Participants will explore the end-to-end process, from recognising potential misconduct and initiating investigations to implementing corrective actions and ensuring ethical and organisational alignment. Through interactive lectures, case studies, group exercises, and role-plays, managers will gain confidence in managing sensitive situations, minimising legal and reputational risks, and maintaining workplace trust. The program emphasises best practices and provides real-world applications to help participants handle employee misconduct cases professionally and effectively.

## Course Overview:

### COURSE OBJECTIVES

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

- Conduct fair and structured HR investigations that comply with organisational policies and legal frameworks.
- Apply disciplinary procedures consistently to promote accountability and organisational justice.
- Recognise and manage potential risks (legal, reputational, ethical) during disciplinary processes.
- Improve decision-making and documentation to withstand scrutiny in internal and external reviews.
- Foster a workplace culture of integrity, fairness, and trust through effective leadership in disciplinary matters.

### TARGET AUDIENCE

- HR Managers.
- Line Managers and Supervisors.
- Senior Management.
- Employee Relations Specialists.
- Compliance Officers.
- Organizational Development Managers.
- Legal & Risk Managers involved in HR processes.

## Program Outline:

### Day 1: Foundations of HR Investigations

1. Understanding the role of investigations in HR management.
2. Legal & ethical frameworks in disciplinary procedures.
3. Identifying types of workplace misconduct.
4. Responsibilities of managers in disciplinary cases.
5. Balancing fairness, confidentiality & transparency.

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## Day 2: Investigation Planning & Execution

1. Preparing an investigation plan.
2. Gathering & preserving evidence.
3. Interview techniques for witnesses & employees.
4. Documentation standards & reporting formats.
5. Avoiding bias & ensuring procedural fairness.

## Day 3: Disciplinary Procedures in Practice

1. Progressive discipline models & policies.
2. Conducting disciplinary hearings.
3. Determining appropriate disciplinary actions.
4. Communicating disciplinary outcomes effectively.
5. Handling appeals & grievance procedures.

## Day 4: Complex Cases & Risk Management

1. Dealing with harassment, discrimination & fraud cases.
2. Cross-border investigations & global HR policies.
3. Managing retaliation risks & whistleblowing cases.
4. Legal risks and compliance with labour laws.
5. Engaging external advisors & legal counsel when necessary.

## Day 5: Case Studies, Role-Plays & Action Planning

1. Real-world case study analysis ***(Uber's Workplace Misconduct Investigation (2017).***
2. Group role-play: simulated investigation & hearing.
3. Identifying gaps in current organisational procedures.
4. Creating a personal action plan for implementation
5. Building a culture of accountability & trust.