Global Horizon
TRAINING CENTER

Conference:
Employee Relations: Motivation, Discipline, and Grievances

1 - 5 August 2027
Amman (Jordan)

Conference:
Employee Relations: Motivation, Discipline, and Grievances

Conference code: CO8045 From: 1 - 5 August 2027 Venue: Amman (Jordan) - Conference Fees: 4550 Euro

Introduction

This seminar focuses on improving productivity and motivation by applying best practices in Employee Relations ER. It helps organizations build a supportive and fair working environment where employees can contribute effectively, while ensuring that employee issues such as performance, absence, and grievances are managed in a structured and positive way.

Objectives

By the end of the seminar, delegates will:

- Understand the role of Employee Relations within organizations
- Align ER policies with managerial practices effectively
- Manage change and support organizational transitions
- Handle performance issues and employee behavior constructively
- Apply disciplinary and grievance procedures correctly
- Manage employee absence and attendance issues
- Support employees through counseling and assistance programs
- Influence managers and team leaders to apply ER best practices
- Build a positive and productive workplace culture

Target Audience

- HR & Employee Relations Professionals
- Managers and Supervisors
- Team Leaders
- People Managers
- Organizational Development Specialists
- HR Business Partners
- Workplace Relations Officers

Outlines

Day 1: The Core Role of Employee Relations

- The Context
- Change Management
- ER and Nationalisation
- Understanding the Rationale of ER
- The Core Role of ER
- The distinction between the role of the ER and the role of the Manager
- The Impact on Policies and Procedures
- Change Agent and Employee Champion

- The Psychological Contract

Day 2: Supporting the Manager, Supervisor, or Team Leader

- Grievances
- Conducting the Grievance Interview
- Management's right to manage
- Equal Opportunities
- Discrimination
- Equality and diversity
- Harassment and Bullying
- Motivation

Day 3: The ER function in Practice

- Communications
- Team Briefing
- Consultation
- Discipline - Gross misconduct
- Discipline - poor performance
- Appeals
- Handling sickness absence
- Return to work interviews
- Notification Rules
- Trigger Mechanisms

Day 4: Getting the Best from People

- Getting the best from People
- Then characteristics of leaders
- Leading Vs Managing
- Leadership Competencies
- Leadership development
- 360-degree feedback
- Seminar review
- Personal Development Planning

Day 5: Managing Performance, Counselling, Providing Employee Assistance

- The performance management process
- Motivation and Goal Theory
- Giving Feedback
- Coaching
- Counseling - Managers and Supervisors
- Counseling employees
- A Counselling Style Inventory
- Employee Assistance Programmes

Registration form on the Conference:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Position: .....
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Person Responsible for Training and Development

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