

# Managing Dignity at Work and Capability issues\*

## Learning Objectives

You will understand and know:

- the legal basis to harassment, bullying and victimisation at work;
- how the Dignity at Work Policy and Procedure works;
- the legal basis to managing incapability at work;
- how the Capability Procedure works;
- how to ensure staff are treated fairly and reasonably;
- the role of the Staff/Trade Union representative and Personnel Officer;
- how to set about improving work performance using formal procedures;
- how to maintain a working environment that minimises the use of the Capability or Dignity at Work procedure.

## Course Programme

0915	Assemble and Coffee
0930	Introductions and Course Objectives
	Creating and maintaining a healthy work environment
	Understanding Capability at Work
	Incapability - Legal and Policy background
	Capability procedure in action
	Case studies
	Lunch
	Understanding bullying and harassment
	Dignity at Work - Legal and Policy background
	Dignity at Work procedure in action
	Case studies
	Course review and action plans
1630	Evaluation and close

\* Managing Capability and Dignity at Work (harassment and bullying) can be run separately in two half day programmes.