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## **Disciplinary Interviewing**

Disciplinary interviewing is very much part of a supervisor / managers role. Yet, this is an area of the job that is very rarely trained but expected to be carried out.

This course is designed to provide the delegate with a structured method to interviewing a member of staff in a disciplinary situation without losing the skill of fairness.

It is a proven system that is used by the emergency services and other government organisations where demonstrating a transparency of integrity is of the utmost importance.

Once trained, all supervisors / managers in your organisation will be able to work together, knowing each others role.

Your organisation will then have a corporate approach to this type of interview.

### **Course Contents**

- Communication skills
- Planning and preparation
- Time line theory
- Cognitive Re-instatement
- Engaging with the interviewee
- Getting the interviewees account
- Active listening skills
- Questioning Skills
- Transferring the account into writing
- Practical role play
- Disclosure issues
- Identifying good practices
- Video case study