

Managing Discipline at Work

Description



Effective Workplace Discipline: Building Accountability with Dignity and Respect

Transform challenging behavior into performance excellence through fair, consistent, and legally sound disciplinary practices.

Managing Discipline At Work

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course details

Managing Discipline At Work

Course Overview

This comprehensive course equips managers and HR professionals with essential skills to handle workplace discipline effectively and legally. Covering six core modules, participants learn to design fair disciplinary frameworks, conduct difficult conversations, and implement corrective action plans. The program emphasizes legal compliance, proper documentation, and maintaining positive workplace relationships while addressing performance and conduct issues. Ideal for supervisors, managers, and HR professionals who need to manage employee discipline professionally and constructively.

Target Audience

This course is ideal for:

- ? Manager
- ? Supervisors
- ? Team Leaders
- ? HR Professionals
- ? Business Owners

Benefits For Employers

This course is ideal for:

- ? **MQA Approved, HRDC Refundable**
- ? **Reduced Legal Risk** – Proper disciplinary procedures minimize employment law violations
- ? **Improved Performance** – Effective corrective action systems enhance employee productivity
- ? **Consistent Management** – Standardized disciplinary approaches across all departments
- ? **Better Documentation** – Comprehensive records protect organization in legal disputes
- ? **Enhanced Team Morale** – Fair discipline practices maintain positive workplace culture
- ? **Cost Savings** – Reduced turnover and legal expenses through proper discipline management

- ? **Workplace Safety** – Proper handling of serious misconduct protects all employees
- ? **Reputation Protection** – Professional discipline practices safeguard company image
- ? **Manager Development** – Build stronger leadership capabilities across management levels
- ? **Operational Efficiency** – Clear standards and expectations improve overall workplace performance

Course Benefits

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

- ? **Legal Compliance Mastery** – Navigate disciplinary actions while minimizing legal risks
- ? **Professional Communication Skills** – Conduct difficult conversations with confidence and empathy
- ? **Documentation Expertise** – Create objective, legally sound disciplinary records
- ? **Framework Development** – Design consistent, fair disciplinary systems
- ? **Corrective Action Proficiency** – Implement effective performance improvement strategies
- ? **Conflict Resolution** – Handle challenging disciplinary situations professionally
- ? **Psychology Understanding** – Learn behavioral motivations behind rule violations
- ? **Remote Team Management** – Address discipline challenges in hybrid work environments
- ? **Emotional Intelligence** – Manage reactions and maintain professionalism during tense situations
- ? **Progressive Discipline Expertise** – Implement escalating corrective measures effectively

Course Content

What You'll learn:

- ? **Module 1: Understanding Workplace Discipline** – Purpose, psychology, and business impact of discipline
- ? **Module 2: Designing an Effective Disciplinary Framework** – Legal policies and progressive systems
- ? **Module 3: Documentation and Evidence Management** – Objective recording and fact-finding protocols
- ? **Module 4: Conducting Effective Disciplinary Conversations** – Communication techniques and emotional management

? **Module 5: Corrective Action Planning** – Performance improvement plans and progress monitoring

? **Module 6: Special Disciplinary Challenges** – Remote teams, serious misconduct, and complex situations

? **Module 7: Legal Considerations and Compliance** – Employment law requirements and risk mitigation

? **Module 8: Building Positive Culture Through Discipline** – Maintaining team morale and organizational values



MAURITIUS QUALIFICATIONS AUTHORITY



HRDC
Human Resource Development Council

Course Features

- Certificate of Completion
- Entry Requirements – Any
- Flexible day and dates

[Join Course](#)



Benefits To The Learner

- ? Certificate of Completion
- ? **Managerial Confidence** – Handle disciplinary situations with professional competence
- ? **Legal Knowledge** – Understand employment law requirements for disciplinary actions
- ? **Communication Excellence** – Master difficult conversation techniques
- ? **Documentation Skills** – Create effective, objective disciplinary records
- ? **Leadership Development** – Build essential supervisory and management capabilities
- ? **Career Advancement** – Gain critical skills for management and HR leadership roles

- ? **Stress Management** – Reduce anxiety around handling difficult employee situations
- ? **Problem-Solving Skills** – Develop analytical approaches to workplace behavior issues
- ? **Coaching Abilities** – Learn supportive techniques for employee improvement
- ? **Professional Credibility** – Build reputation as fair and effective leader

Why Enrol in this Course

Talk to Us!

[Contact Us Now](#)



Practical-Focused Curriculum

Designed by professionals for real-world application



Interactive Learning

Combination of theory with practical exercises and case studies



Flexible Study Format

Professional-friendly scheduling for working managers



Online Tutoring

Guidance and support providing one-on-one assistance and feedback online



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pricing packages

Choose Your Pricing Plan

Flexible payment options designed to fit different budgets and learning needs, with various packages available to make quality management education accessible and affordable.

Mauritius

workshop

- MUR 12,000
- 5 hours
- MQA Approved
- HRDC Refundable
- Certificate of Attendance2

standard

- MUR 24,000
- 16 Hours
- MQA Approved
- HRDC Refundable
- Certificate of Participation

premium (most popular)

- MUR 32,000
- 24 Hours
- MQA Approved
- HRDC Refundable

- Certificate of Completion
- Conducted in a Hotel
- All Comprehensive modules
- Highly Interactive Sessions
- Personal Development Plan
- Individual Coaching
- Advice/Guidance/Follow-up after Course

International

workshop

- USD 350
- 5 hours
- Online – Interactive sessions
- Certificate of Attendance

standard

- USD 550
- 16 Hours
- Online – Interactive sessions
- Certificate of Participation

premium (most popular)

- USD 700
- 24 hours
- MQA Approved
- HRDC Refundable
- Certificate of Completion
- All Comprehensive modules
- Highly Interactive Sessions
- Personal Development Plan
- Individual Coaching
- Advice/Guidance/Follow-up after Course

Limited Promotion

Get up to 15% discount for registration in the Premium and Standard Packages this month!

Reviews



Fabien D.

Asst HR Manager – Moroil

I have learnt a lot of new things in this Key Managerial Skills course that make a think about myself, my career, my job and have a different approach to work. I really enjoyed the training as it was very interactive and the trainer shared a lot of practical solutions to work problems. I will recommend this course to other professionals, especially those aspiring to be Managers.



Irshaad E.

Senior Lab Technician – Natec

The Key Managerial course has totally transformed my way of thinking, I learnt a lot of new things that are going to be useful in my professional life as well as my personal life. The trainer shared so much information about what a manager should know to do his/her job properly. I really recommend this course to all Managers and aspiring managers.



Avish P.

Taylor Smith

The Managerial Skills course has enabled me to rethink about myself, my passion, the things which I had forgotten. I learnt a lot, especially how to manage more efficiently. I spent very nice time in the course as I would not have imagined the course to be so interactive. The trainer shared a lot with us. I recommend this course to all managers and aspiring managerial position.



Mattieu F.

Asst. Operations Manager Taylor Smith

I would not have thought that the Managerial Skills course could be that much interactive. The trainer listened to us, enlightened so much on many important things on the roles, qualities and skills of managers. She made us think about ourselves. Fantastic. I would recommend this course to all Managers and all those aspiring to Manager's position.

Contact Information

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Get in touch with us

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