

Session name: Principles Underpinning Disciplinary Procedures (Under DISCIPLINARY PROCEDURE IN THE CODE OF GOOD PRACTICE)

Note: You can use the same approach, format and methods when tackling PRINCIPLES OF GRIEVANCES GUIDELINES (Under: GRIEVANCE PROCEDURE IN THE CODE OF GOOD PRACTICE)

Duration: 120 min

Hours/ Time	Topic/ Activity	Method and description of activity flow	Training materials needed (E.g. Handouts, PPTs, Video)	Materials needed	Trainers
15 min	Principles Underpinning Disciplinary Procedures - Intro	<p><u>Facilitated discussion:</u> Start with a question: Based on your experience what do you think the principles underpinning disciplinary procedures are?</p> <p>The trainer(s) will collect the input from participants and, after people have expressed their opinions, the trainer(s) will connect their views with the main principles:</p> <ol style="list-style-type: none"> 1. Corrective and not punitive 2. Consistency 3. Disciplinary hearing within reasonable time 4. Substantive Fairness 5. Procedural Fairness 	<p>PPT with the principles</p> <p>Phases written on a flipchart</p>	<p>Screen, Laptop, projector</p> <p>Flipchart, markers</p>	<p>1 trainer to facilitate the discussion, 1 (co) trainer to jot down participant input</p>
105 min	Principles Underpinning Disciplinary Procedures – World Café	<p><u>World Café</u></p> <p>Trainers will have already prepared the tables for the World Café, now they will just reveal the questions for each table: each table will be dedicated to one principle and will include the following questions:</p> <ul style="list-style-type: none"> ○ What does this principle mean? ○ Why is it important? ○ How is it translated into action? Discuss examples from your own practice also. <p>Session FLOW:</p> <ul style="list-style-type: none"> ○ Introduction to the method: 10 min ○ Discussion/ table – 5 rotations: 5 x 10 min ○ Buffer time for changing tables: 5 min ○ The hosts from each table in the final round present to all the participants in plenary the key elements discussed: 5 tables x 5 min ○ The trainer validates and completes the information with important input, examples, etc.: 15 min <p>Afterwards, all flipcharts should be put on the walls or pinboards so that they stay visible for participants.</p> <p>The participants will receive comprehensive information for the principles at the end of the session (printed, by emails in the form of Word, PPT, etc.).</p>	<p>World Café setting</p> <p>Handout/info pack with the information for the principles of disciplinary procedures</p>	<p>Flipchart paper, markers</p>	<p>2 trainers would be ideal in order to monitor the activity, answer questions, provide support</p>