



HR Strategy and Training

Employee Relations: Motivations and Disciplines

Course Introduction

In today's fast-paced and diverse work environments, effective employee relations are essential for organizational stability, productivity, and growth. Managing employee motivation, addressing concerns and grievances, and applying disciplinary actions fairly are critical components of a healthy and compliant workplace culture.

This comprehensive training program equips participants with the knowledge and tools required to foster a positive employee relations climate. It combines theoretical frameworks with practical application, offering real-world insights into motivating teams, resolving conflicts, and enforcing workplace discipline aligned with labour laws and organizational values.

Participants will engage in interactive case studies, role-plays, and group exercises to apply what they learn in a practical, results-oriented way.

Target Audience

- HR professionals and employee relations officers
- Line managers, supervisors, and team leaders
- Senior HR and administrative staff
- Anyone responsible for managing people, performance, or workplace issues

Learning Objectives

- Understand the strategic role of employee relations in organizational success.
- Apply practical techniques to foster employee motivation and morale.
- Establish clear, fair, and legally compliant disciplinary procedures.
- Manage workplace grievances and complaints effectively and proactively.

- Strengthen trust, communication, and collaboration between management and staff.

Course Outline

• DAY 01

Introduction to Employee Relations and Workplace Culture

- Defining employee relations and its importance in the modern workplace
- Core elements of a positive workplace culture
- Trust, respect, and fairness as drivers of engagement
- Roles and responsibilities of HR, managers, and leadership
- Employee relations policies: scope and integration with HR strategy
- Case discussion: Symptoms of poor employee relations

• Day 02

Employee Motivation and Engagement

- Theories of motivation: Maslow, Herzberg, and beyond
- Intrinsic vs. extrinsic motivation: practical application
- Non-monetary rewards and recognition strategies
- Linking motivation to performance and retention
- Designing motivation strategies aligned with team dynamics
- Group activity: Building a motivation action plan

• Day 03

Managing Grievances and Employee Complaints

- What is a grievance? Types and early warning signs
- Common sources of employee dissatisfaction
- Stages of a grievance procedure
- Listening skills, empathy, and neutrality
- Developing a structured complaint handling process
- Case studies: Handling sensitive and high-risk complaints

• Day 04

Workplace Discipline: Policies and Best Practices

- The purpose and principles of disciplinary action
- Legal considerations and compliance with labor laws
- Progressive discipline process: verbal, written, final warning, termination
- Conducting fair and respectful disciplinary meetings
- Documenting disciplinary actions
- Role play: Disciplinary discussion and resolution

• Day 05

Integrating Employee Relations into Organizational Excellence

- Linking employee relations to performance management
- Leadership's role in shaping employee experience
- Preventing conflict through proactive relationship building
- Measuring success in employee relations: KPIs and feedback tools
- Final group exercise: Designing an Employee Relations Action Plan
- Closing discussion and course evaluation

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 19, 2025	May 23, 2025	5 days	4250.00 \$	UAE - Dubai
Aug. 11, 2025	Aug. 15, 2025	5 days	4290.00 \$	Italy - Rome
Nov. 24, 2025	Nov. 28, 2025	5 days	4250.00 \$	UAE - Dubai
June 29, 2025	July 3, 2025	5 days	2150.00 \$	Virtual - Online