

# The Capability Process – Designed specifically for the education sector

## How to address capability issues following established procedure and employment law.

This session helps to assess the levels of performance that warrant moving into a capability process and explains how to manage and implement that process effectively and in line with legislation and procedures.

### Course Outline

The aspects covered range from an informal action planning meeting through to dismissal, where appropriate.

By the end of this session delegates will be able to:

- Fully understand when the capability process should be initiated
- Understand how employment law and other legislation creates a framework and guidelines to address lack of capability
- Implement a recommended approach to address performance issues that exist in your school setting, now or in the future
- Understand how to transition from the appraisal process into capability.