

How to Handle Objections during the Disciplinary meeting

Objection techniques:

- Thank you for your comments however those comments are not useful in order for me to make a decision on this matter. Can you please explain... (go back to the question you are asking)
- Thank you for bringing that to my attention however that is not what we are here to discuss today. Those matters can be dealt with separately. I'm happy to listen to those concerns outside of this meeting
- Possible comment:
It doesn't matter what I say, you have already made a decision already
Will you be firing him/her?

Your response:

That is not correct. As stated at the beginning of the meeting and in your invitation to this meeting – this meeting is for us to put the allegations to you and to seek your response with regards to those allegations. No decision has been made or will be made until you have had the chance to respond to the allegations and we have had the time to consider your response.

- I understand that you are here as a support person/representative, however it is very important that we hear from **(employee)** as they were present at the time.