

## DISCIPLINE & TERMINATION

### Improving Performance & Reducing Liability

Discipline and termination are critical legal issues managers deal with regularly, though not always effectively. This program remedies that with plain-speak language and practical examples that show managers protocol and procedures to follow in order to stay out of court. In addition to preventing litigation, this information also helps an organization to maintain a quality workforce.

#### **About the Program:**

Coaching. Progressive discipline. Termination. These are challenging jobs for any manager, no matter how seasoned. But they are also *absolutely essential* skills in today's litigious workplace. This program uses straightforward language and real world examples to present the most common issues and potholes that managers and organizations face. Then it provides specific actions any manager can implement to help them avoid their day in court.

This program covers issues like avoidance, delegating discipline, transferring problem employees or fabricating "layoffs" inconsistently, by making exceptions based on tenure or cultural differences; too much or too little documentation and more.

#### **After completing the Workshop, participants will understand:**

- Effective progressive discipline helps to retain good people and improve performance
- Avoiding discipline or termination can lead to charges of discrimination, unlawful retaliation and wrongful retention
- Specific documentation—be consistent and state required actions, timelines and consequences
- Preparations—terminations must be planned—don't "wing-it."
- Focus on behaviors, improvement and consequences. Don't get trapped into unproductive and risky discussions.

**Target Audience: Managers and Supervisors**

**Course Length: 1 and 3 Hour Options**

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