

MODULE #7

“How to Use Progressive Discipline Skills to Keep the Best Employees and Terminate the Employment of Your Poor Performers”

SUMMARY

Many supervisors and managers would rather avoid confronting a non-performing employee. Sometimes they shift important work to the employees they can count on or to themselves rather than delegate it to the non-performer. They let the non-accountability go on with nothing being said. When they do confront, what they say is based on emotion rather than logic to move the action forward. And worst of all, they continue to pay non-performing employees. This workshop provides the skills training to change all of that immediately.

What the Attendees Will Learn During This Workshop:

- How to effectively document non-performance.
- How to determine a pattern of non-performance.
- How important it is to confront non-performance immediately.
- What to say and how to act in the face of non-performance.
- How to develop a Performance Improvement Plan (PIP).
- How to present a Performance Improvement Plan (PIP).
- How to choose the witness for a progressive discipline meeting.
- How to choose the witness for a termination meeting.
- When to terminate employment.
- How to avoid a lawsuit for termination of employment.

What the Attendees Will Do During This Workshop:

- Determine who are the non-performers they supervise.
- Determine how it is that they do not perform.
- Practice what to say to change non-performance to performance.
- Write the Performance Improvement Plan for the employee (PIP).
- Practice presenting the performance plan.
- Coach the witness during a progressive discipline meeting.
- Get signatures on all progressive documentation.
- Terminate an employee's employment.

Major Benefits: Managers confidently approach the process with skills to do this job right. No one waits until it is too late. Lawsuits are avoided.

Logistics:

This training will be presented two times in the same day, as follows:

- 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM (Repeat session)