

# DOCUMENTING & DISCIPLINING

## *Program Description*

*When we bring this session to your workplace, we will work with you to customize this program and will use your company's discipline forms in the training. We are also able to provide you with feedback about your forms and processes and can work with you to make any changes necessary.*

### **Overview:**

Have a problem employee but aren't sure what to do with them (or what you can do with them legally)? Not sure when to begin discipline or what to document when dealing with employees? This is the program for you! We will discuss specific, legal strategies that will help you work with employees to try to help them get back on track. These strategies include: documenting (the legal way), coaching and counseling for improved performance, and applying progressive discipline. This program also includes guidelines for making a decision to terminate an employee if the employee chooses not to meet their expectations.

### **Objectives:**

As a result of this program, you should be able to:

- Use the FOSA model in documenting both positive and not-so-positive performance.
- Understand, from a legal standpoint, what should and should not be documented.
- Identify the stages of progressive discipline and what documentation is required at each step.
- Identify things to think about before deciding to terminate an employee.

**Length:** Workshop: 3-4 Hours