



Progressive Discipline

Languages Offered:

- English
 Spanish

What is Discipline and Why do we need it in Business?

Progressive Discipline is a proactive approach to correct personnel situations stemming from a variety of items that have led a team member to display, engage, in or be some part of any behavior, action, or lack of action contrary to the policies of the organization. It could also be any situation that may create an unsafe environment, and/or break existing laws of the community, state or federal government, and may in fact have occurred outside the work environment.

What will trainees learn?

In this training, we will discuss what is discipline, why it is required, why it is progressive, how to apply it, and more importantly, what can be incorporated within the organization to minimize the requirement to discipline in the first place. The topic will include:

1. Define and Discuss Discipline
2. Understand the Purpose of Progressive Discipline
3. Understand how Goals and Evaluations minimize disciplinary problems
4. Define and Discuss How to Discipline
5. Identify a Checklist for Handling Discipline
6. Review and Understand sample Discipline Forms
7. Develop Your Management Action Plan
8. Practice Progressive Disciplinary Skills

How will this training benefit your company and employees?

Unfortunately, in most organizations, there are a variety of reasons that some personnel within the organization will require some form of discipline and to ensure fairness to the individual requiring discipline and in order to ensure state and federal labor laws are adhered to, it is best to have Professional Human Resource personnel on staff, as well as a stated policy to follow, but one must still be versed in why we have Progressive Discipline in order to assist and support the policies and actions by your HR.

This training can be conducted for 8 hours. Onsite training may be customized to meet your business needs.

ABOUT MARK HEDGES



Mr. Hedges has an extensive Military Construction/Operations and Civilian Business background and is an expert in: Leadership Skills, Business Strategies, Organizational Development, Coaching & Mentoring, Managing High Performance Operations, Team Building, Goal Setting, Communication Skills, Workforce Leadership and Basic Skills, in Construction, Logistics, Retail, Manufacturing, and Small Business.