

## **Employee Training – Progressive Discipline and Termination**

Employee Centric offers a Progressive Discipline and Termination training class for *management employees* who are responsible for supervising others.

Progressive Discipline and Termination is interactive and hands-on. The class is designed for a half-day session. Participants will leave with a better understanding of how to apply the steps of progressive discipline and, if necessary, fire without legal implications.

### **Program Objectives:**

By the end of the session, participants will be able to:

- Determine appropriate discipline
- Communicate to the employee the rule, regulation, policy, procedure or past, practice that has been broken
- Discipline staff members regarding unacceptable behavior or conduct
- Properly document disciplinary action for remediation and/or termination
- Seek alternatives to employee termination
- Properly conduct a termination meeting

### **Program Outline:**

- Pre-Assessment
- Why is this Topic Important?
- Managing the Challenge
- Using the 3 Step Process:
  1. Identify
  2. Investigate
  3. Take Action
- Practical Application
- Case Studies
- Post-Assessment

### **How Can I Get Started?**

Contact us for a complimentary consultation to find out if Employee Centric can work for your company.

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