

Positive and Progressive Discipline Training

There are an exponentially increasing number of court cases, labour relations hearings and human rights investigations because Managers fail to take the proper and legal steps leading to proper disciplining, remediation or termination of employees.

Simply, the organization of today has standards of communication that need to be incorporated into the workplace. Begin by incorporating exacting disciplining policies and procedures consistent with human rights tribunal and the law. Do away with costly third party interventions into the workplace, or costly litigation.

Training in Positive and Progressive Discipline will be the first step in creating a work environment free of insubordination or hostility. Progressive discipline encourages and fosters trust and confidence in management and a return to harmony in the workplace.

Course Objectives:

Upon completion of the course, the participant should be able to:

- Outline benefits and non-compliance risks of an effective disciplinary process;
- Discuss disciplinary actions and influencers;
- Summarize disciplinary considerations, exceptions and requirements;
- List objectives of a disciplinary strategy;
- Exhibit the appropriate managerial behaviours and actions during the disciplinary procedure;
- Identify the five, formal steps of a positive and progressive disciplinary process;
- Have the skills and knowledge necessary to implement the five, formal steps;
- Identify the remedies and punishments available throughout the disciplinary process;
- Explain the importance of disciplinary appeals and severe infraction management;
- Manage reference requests;
- Recognize the importance of a “Zero Tolerance” policy statement.

Evaluation Process:

At the end of each unit, there is a quiz that each course participant must challenge and successfully complete with a passing grade before continuing to the next content unit.

Course Duration:

The course is self paced so course duration will depend on the individual participant and their prior knowledge base with the course subject matter. On average, the course will take between 1.5-3 hours to complete.

Who Should Take the Course?

All employees at all levels. Proper and exacting disciplining prevents employer liability.