

THE POWER OF POSITIVE DISCIPLINE

COURSE OVERVIEW

Disciplining employees may not be the most enjoyable task for a manager, but it is an essential skill that ensures fairness and consistency in the workplace. This course will provide you with the tools to manage employee behavior and performance through a clear, structured approach to discipline. You'll learn how to minimize issues before they arise with effective onboarding and performance management strategies.

Throughout the course, the instructor will guide you through the steps of progressive discipline, from verbal warnings to written warnings, performance improvement plans (PIPs), and termination. More importantly, you'll discover how to coach, mentor, and motivate employees at each step, giving them the opportunity to improve. The course will also cover how to give effective feedback and set clear goals for performance improvement.

In addition, you'll gain insights into creating and communicating a discipline policy that aligns with company values and helps maintain a positive work environment. By the end of the course, you'll be equipped with practical skills to handle discipline with confidence, fairness, and a focus on employee development, ultimately fostering a motivated and high-performing team.



OBJECTIVES

Successful completion of this course will increase your ability to:

- Realize the importance of onboarding and performance management in minimizing disciplinary issues
- View discipline as a positive part of ensuring employee success
- Differentiate between performance problems and misconduct
- Decide appropriate levels of discipline, considering escalation and mitigating circumstances
- List the methods to communicate a discipline policy
- Define a progressive discipline process
- Describe the steps of a progressive discipline process
- Use informal structured guidance for minor misconduct or performance issues
- List supports that can be provided to improve the success of employees
- Perform verbal warnings, written warnings, performance improvement plans, and terminations

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