

DISCIPLINE AT WORK

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For Managers, Supervisors, Department Heads, and Owners

Learn when to use discipline in the workplace, how to use it, and how to do it legally. Review the various definitions, approaches, and purposes of disciplining employees. Is “progressive discipline” really required? Are you worried about “wrongful termination” lawsuits?

1. Preventive, Punitive or Positive
2. Progressive Discipline
3. The Hot Stove Rule
4. Qualities Employers Like & Dislike in Applicants/Employees
5. The Disciplinary Interview
6. The Supervisor’s Vocabulary
7. The Manager’s Termination Checklist
8. Time Theft --- How employees can steal from you
9. Wrongful Termination Lawsuits

Larry has been a long-time personnel manager, university instructor, and HR consultant. His work experience includes working for General Dynamics, the Department of Defense, and internationally in Mexico. He can be contacted at (210) 316-4206.