

## ***How to Conduct a Formal Discipline Discussion***



Description: This workshop will provide business owners with a standardized approach to “writing” up employees and conducting the discussion, itself. Participants will receive a structured Discipline Form that enforces standardization in the disciplinary process. Participants will also have the opportunity to practice developing a formal written notice using the form provided. They will also come away with a better understanding of the purpose and value of having a standardized process.

### **Learning Goals:**

- Reducing the need for discipline
- Written discipline policy
- Basics of progressive discipline
- Importance of documentation
- Preparing the “Discipline Notice”

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