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Resolving

Employee Performance Issues

Nov 19, 2009 | 12PM - 1:30PM EST (9AM PST)



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AGENDA

- | | |
|--------------------|---|
| 12:00-12:05 | Presenter Introduction and Agenda Overview |
| 12:05-12:20 | Module 1 - The Impact of Recessionary Times <ul style="list-style-type: none"> ▪ How an economic downturn affects performance and disciplinary issues ▪ Using performance as a criteria during a reduction in force |
| 12:20-12:25 | Question & Answer Period |
| 12:25-12:40 | Module 2 - The Difference Between Performance Issues and Disciplinary Problems <ul style="list-style-type: none"> ▪ Work behaviour vs. workplace behaviour ▪ When to provide performance counseling and when to use discipline |
| 12:40-12:45 | Question & Answer Period |
| 12:45-1:00 | Module 3 - Enhancing Employee Performance <ul style="list-style-type: none"> ▪ Step One: Establishing Expectations ▪ Step Two: Determining the Cause of the Problem ▪ Step Three: Resolving the Problem |
| 1:00-1:05 | Question & Answer Period |
| 1:05-1:20 | Module 4 - Effective Disciplinary Measures <ul style="list-style-type: none"> ▪ Step One: Establishing Expectations |

- Step Two: Investigating Rule Violations
- Step Three: Imposing Discipline

1:20-1:25 Question & Answer Period

1:25-1:30 Conclusion

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