



Course Title: *Progressive Discipline and Grievance*

Course Description

Transitioning to leading others is an ongoing function of being a supervisor, whether it's your first time leading or if you are getting a new subordinate in your group. Understanding how to effectively administer progressive discipline is an integral part of being a leader. Disciplining someone is never easy, and should be looked at as a final option. However, if discipline is needed, a leader should be prepared.

Learning Objectives

- Understand and explain the Progressive Discipline process
- Understand their role in administering progressive discipline
- Know the organizational consequences of not administering progressive discipline
- Appropriately apply the progressive discipline process with an employee following each of the steps, as outlined in class, if applicable.

Open to: Managers and Supervisors

Competencies Addressed: Communicate Effectively, Performance Management, Taking Ownership/Pride, Adaptability & Innovation

Length of Class: Four Hours