



Performance Correction

Overview

A programme teaching line management how to apply supportive leadership and progressive discipline to correct poor workplace performance and bad work habits using a structured process. The programme is customised to incorporate your Code of Conduct.

Content

- The supervisor's role in discipline at work
- Identifying potential disciplinary issues
- Attributes required to discipline
- When to take disciplinary action
- Poor performance or poor habit
- Counselling for improvement
- The follow-up process
- The coaching process
- Taking disciplinary action
- Understanding the Codes of Good Practice
- Understanding your Code of Conduct
- Preparing for a disciplinary hearing

For Whom Intended

Anyone who needs to take disciplinary action at work

Duration

2 days