View Full Course Details including Latest Schedule Online

PHOENIX TS

Managing Employee Conduct and Performance Training

This 2-day training provides students with knowledge and skills for managing employee problems, performance, and other challenges.

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

This 2-day instructor-led training teaches professionals the necessary skills and techniques to:

- Distinguish between a performance problem and a conduct problem
- Determine when employee conduct is actionable
- Decide whether to take formal or informal action
- List the most common factors in assessing penalties
- Follow the correct steps in a performance counseling session
- Write a performance improvement plan
- Learn the steps in a performance-based action

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

Day 1

- Dealing with Problem Employees
- A Strategic Overview
- Disciplinary offenses
- Disciplinary Actions
- Deciding the Penalty
- Proof and Documentation
- Dealing with Common Problems

Day 2

- The Most Common Mistakes
- Probationary Period
- Preventative Steps and Extreme Steps
- Handling Performance Problems
- The Performance Improvement Plan
- The Performance-Based Action
- Within-Grade-Increases
- Labor Issues (Conditions of Employment, Formal Discussion, Weingarten Rights, What is a Past Practice, Our Union stewards Official Time, Reprisal, and ULP)

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Starting at **$789**

ATTENTION
For GSA pricing or Contractor quotes call
301-258-8200 – Option 2.

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Managing Employee Conduct and Performance Training**

- 2 days instructor-led training
- Managing Employee Conduct and Performance Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*

- ○ Freshly baked cookies every afternoon*