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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.

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

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)



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*