

DISCIPLINE on the work floor

A practical training



Many managers believe the word discipline has to do with punishment. **Actually, it doesn't.** Discipline involves improving employee performance through a process of assisting the employee -at least at first- to learn so he or she can perform more effectively. While some staff seems to think that managers take some perverse pleasure in the process, the truth is that it is usually dreaded and often done in an ineffective way. This practical training will provide you with a framework of how to tackle issues of negative attitude and poor performance in the work place. The training starts out with a definition of what discipline is, followed by a review of common issues and how to effectively deal with them. **This workshop is an effective tool for both HR staff as well as for supervisors who have to deal with performance issues on the work floor.**

TOPICS

- Understanding Discipline
- Handling Typical Problems
- The need for Rules & Procedures
- Spending time on Prevention
- Discipline Interview
- Dismissal and related issues
- Influencing others: how?

Costs

Please contact us for more information about the cost of this course.

Payment in installments is possible! A weekly/monthly payment plan has to be separately agreed upon.

Certificate requirement

Participants who are present during the whole training and who show sufficient participation will be awarded a certificate from Adviesbureau InTop NV.

A training full of Tips, Tools and Techniques to help you handle discipline issues with confidence

Duration & times

The course consists of 2 sessions of 3 hours each, from 18:00 till 21:00.