



SMART
CUSTOM TECHNOLOGY
automating the mundane

Discipline In The Workplace

Training Workshop

No prerequisites required. 2 day workshop.



Discipline in the workplace

Knowing when and how to apply discipline has become an integral part of a Manager's / Supervisors job. All Manager's / Supervisors should work towards the goal of self-discipline amongst their employees. This occurs when employees understand exactly what is allowed and what is expected of them and willingly comply with the Company's rules and regulations.

As a Manager / Supervisor you should facilitate the creation of a positive work climate, which naturally encourages self-discipline. This will only be achieved if you set a good example for all your subordinates and invoke discipline in a fair and consistent manner. This course is suitable for anyone that is required to deal with disciplinary procedures at work. This extensive course gives detailed insight into discipline within the workplace and will teach Manager's / Supervisors how to effectively chair a disciplinary hearing with a practical hands-on approach.

COURSE OVERVIEW

- Knowledge and ability to put policies and procedures together.
- Ability to chair disciplinary hearings and to make the correct decisions.
- Ability to deal with poor work performances and incapacity enquiries.

WHO SHOULD ATTEND

- Managers
- Supervisors

COURSE ASSESSMENT

- A full colour manual
- Templates for the required sections
- Relevant assessment of competence

BENEFITS

Delegates will receive the skills to be able to effectively deal with conflict resolutions.

Exposure to proven approaches to implement when volatile situations arise.