

Class: Progressive Discipline

Instructional time – 2.5 hours

1. Welcome and Introductions
2. Objectives
  - a. Students will learn performance management.
  - b. Students will learn how to track performance and make entries into an employee site file.
  - c. Students will learn the procedure of a Record of Discussion.
  - d. Students will be able to prepare performance appraisals.
  - e. Students will learn the steps to a Performance Appeal Process.
  - f. Students will learn the steps to a Performance Improvement Plans (PIP).
  - g. Students will learn the steps to the grievance process.
3. What is Performance Management?
4. How to Track Employee Performance
5. Site Files
6. Record of Discussion
7. Performance Appraisals
8. Purpose of Performance Improvement Plan
  - a. Steps
9. Grievances
10. Review / Closing / Evaluations

