



# Positive and Progressive Discipline Training

## Course Overview:

There are an exponentially increasing number of court cases, labour relations hearings and human rights investigations because managers fail to take the proper and legal steps leading to proper disciplining, remediation or termination of employees.

Simply, the organization of today has standards of communication that need to be incorporated into the workplace. Begin by incorporating exacting discipline policies and procedures consistent with human rights tribunals and the law. Do away with costly third party interventions into the workplace, or costly litigation.

Training in positive and progressive discipline will be the first step in creating a work environment free of insubordination or hostility. Progressive discipline encourages and fosters trust and confidence in management and a return to harmony in the workplace.

## Who Should Take the Course?

This course is designed for all employees at all levels. Proper and exacting discipline prevents employer liability.

## Course Objectives:

Ultimately, the goal of this course is to outline benefits and non-compliance risks of an effective disciplinary process, identify the five formal steps of a positive and progressive disciplinary process and understand how positive and progressive discipline can benefit your workplace.

## This course is presented in 3 modules:

1. Positive and Progressive Fundamentals
2. Formal Steps in the Disciplinary Process
3. Supplementary Actions

## Evaluation Process:

At the end of each module, there is a test. Participants must successfully complete the test before continuing to the next module. Participants that do not achieve 100% can review the module content and try as many times as necessary to advance and complete the course. Test questions are randomly selected from a test bank, making each test unique.

***Upon successfully completing all modules, there is a printable certificate for your records.***

## Course Duration:

This online course is self-paced. Participants may leave the course at anytime and can resume where they left off. The duration will depend on the individual participant and their prior knowledge of the subject matter. On average, the course will take between 1.5 - 3 hours to complete.