

Tuesday, July 25

1:00pm – 3:00pm  
Instructor: Janie Breth

**DIVISION FOR WORKFORCE AFFAIRS**

TRAINND SOUTHEAST

### HR Topic:

## Progressive Discipline & Terminations

(How to avoid a wrongful discharge lawsuit)

Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose of progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists.

### LEARN

- Administer discipline
- Use different methods of discipline

### HOW

- Respond to discipline
- Document discipline and termination situations

### TO:

- Understand laws that are relevant to termination