

Documenting Discipline - SV3409

Properly documenting appraisals, meetings, employee accomplishments and other events is increasingly important in today's workplace. When documenting an employee's work habits or performance levels, your documentation should be objective, accurate and factual.

In this workshop we teach the FOSA method, which is a method used by many organizations to document work activities and performance accurately and fairly. It is a method that creates consistency and allows leaders to track performance based on **measurable specific pre-established goals**. Participants will learn easy methods of progressive goal-setting steps that need to be taken to properly document and discipline, if needed, employee's work habits and performance. ***This process assists leaders with promoting employees or terminating with validated legal data.***

Our approach to the workshops is heavily laden with interactive, role-plays and realistic scenarios. Often leaders can allow their emotions to direct them when writing appraisals, coaching or disciplining staff members. Our workshops assist leaders in removing the negative emotions from their verbal and non-verbal communication to create a win-win situation for the employee, leader and your organization.