

Corrective Action

In *Corrective Action*, students will learn how to facilitate their employees' improvement, instead of merely disciplining them. The course covers when and how to apply corrective action, and provides strategies for motivating employees to improve. Students will learn to use a range of corrective modes in a balanced and objective manner, including applying the progressive disciplinary model, documenting corrective action through a standard documentation template, and counseling employees towards improvement in a professional manner.

Price	\$130 Nonmembers / \$95 Members
Course Credits	AIB: 0.5 ; ICB: 0
Prerequisites	None, although previous experience conducting performance evaluations will be helpful
Required Software	None
Optional Software	Adobe Acrobat Reader and RealPlayer

Audience

Any supervisor or manager who has responsibility for evaluating and documenting employee performance.

Learning Objectives

After completing this course, students will be able to:

- Define corrective action and its significance
- Describe an employee's performance or behavior gap specifically and objectively
- Identify the steps of the progressive disciplinary model
- Apply the progressive disciplinary process to disciplinary situations
- Document corrective action completely by including the standard elements
- Prepare for a corrective counseling session with an employee
- Conduct a corrective counseling discussion with an employee
- Take appropriate corrective action based on an employee performance or behavior issue