



Contact McCloskey Partners today to discuss your training needs at  
215-716-3035 x 0 or [services@mccloskeypartners.com](mailto:services@mccloskeypartners.com)

## Training: A Manager's Guide to Coaching/ Disciplining

### TRAINING- COURSE DETAILS

The following fundamentals are included in our training.

#### I. Management's Role in the Disciplinary Process

#### II. Examples of why disciplinary actions are provided

- 1.Attendance
- 2.Performance
- 3.Behavior
- 4.Attitude
- 5.Other

#### III. Disciplinary Action Steps/ What Should be documented?

- 1.Counseling/Coaching Session
- 2.Verbal Warning
- 3.Suspension with/without compensation
- 4.Written Warning
- 5.Termination

#### IV. Adhering to internal processes/ Being Consistent!

### TRAINING FORMAT

- **Who should attend:** Supervisors/ Managers
- **Length of Training session:** 1.00-1.25
- **Format for Training:** Client location or On Demand Webinar
- **Format:** Instructional / Role Playing

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