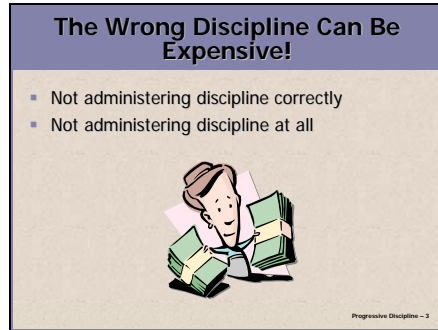


Why Do We Use Progressive Discipline?

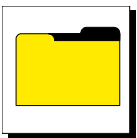


Show Slide 1:



SAY

- There are many costs of administering discipline poorly, or of not administering it at all, and those costs can be very expensive.



SAY

- Consider this situation:
 - A manager just fired Joe, an associate, for coming in late for the first time in his 5-year tenure at Corrugated Boxworks.
 - He was a Team Leader, the #1 ranked associate, and a respected role model for the other associates.
 - Shortly after Joe was fired, some of the other top-ranked associates began quitting. Productivity and morale in the plant went downhill fast.



ASK

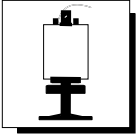
- Was firing Joe the right or wrong solution to handling this issue? Why?
-

What Is Progressive Discipline?



ASK

- What is progressive discipline?



DO

- Capture key points of the discussion on the flipchart.



Make the following key points:

- A system designed to identify and correct performance issues at an early stage.
- An opportunity to re-set standards and expectations.
- A benefit for all associates to know they will be treated fairly and consistently.
- A benefit for all associates to know they will be coached if performance gaps exist.
- A tool that when used properly will assist managers in arriving at the right decisions.
- A tool that when used properly will support legal and EEOC cases, should they arise.



ASK

- What are some of the challenges for you when you administer progressive discipline?

TRAINER NOTE

- Keep this discussion very focused and very “light.”
 - Be careful not to let it get into a negative discussion of highly emotional issues.
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