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Here are steps to apply The Progreso discipline in the workplace. Most employees want to do what they expect. You can help ensure that the company's policies are clearly and apply to everyone. However, as an employer, you may need to deal with problems due to the performance of an employee. You should: Initial Act... The poor become a habit before work; Be fair... By clarifying job expectations with the employee; improve employee performance... By providing proper direction. Try to solve the problem... Before the development discipline process is applied to the dismissal stage. The steps described in these pages explain the process known as development discipline. This allows you to build on your existing staff skills and make everyone clear that the company's policy is on job expectations. This improves your company's performance to include you in rejecting an employee and to take up a new job. As an employer, the way you apply the development discipline process is the basis of your defense if an employee complains of unfairness dismissal. A good employer uses every opportunity to communicate to all employees what will happen if they are not met with the work expectations and if these expectations are not met. The step-by-step procedure here states, negligence can be treated as incapacity (if the employee has neglected duties without being fully aware) or as negligence (if the employee is fully aware that duties are being ignored, but also heard). Walk you through the following chart and defined development discipline process. Instead of direct dismissal, progressive discipline is aimed at correcting poor behavior and making better and more productivity employees. Inability employees do not lack the skills or skills needed to keep the workplace efficient and secure, lack the skills needed to do job work? If so, first speak to this person face to face and explain the work expectations. Tell the employees what will happen if there is no improvement. There may be someone fired. Work immediately. If you let go for a very long time without taking action, you are considered to be able to discontinue poor work performance. Then you can't use it as a reason for dismissal. Next, ask yourself if this person is able to know the skills needed for work. If so, provide a fair opportunity to improve the work performance by providing job training and supervision to employees. Allow enough time for the employee to practice and use new skills. Or, if it's a long-time employee with a good work record who has changed position now, you may consider giving the person different work duties. It can be fair by starting the discipline process. If the employee's work performance is improved, the process works! Congratulations! If not, you are in a better position now if dismissal is required. Keep a written record with dates: Meetings training session warning performance review begins to keep records when you first talk to the employee about the problem. It's important. If you have not done so and decides to challenge the employee's dismissal, you are very less likely to defend your actions in a hearing. Explain the text of the inefficiency flow chart inefficiency explain job expectations/give training and monitoring; give time and opportunity to improve work performance; if the work is not improved, review its written warning by two performance: work improvement, problem solving (end process); or work is not better, the problem is not resolved. Reject the employee (end process). Decide whether your employee's misconduct is minor or severe. Take account factors: The seriousness of this and/or frequency on your part as an impact of the employee's work history, if the misconduct is severe, you may only be caused by the employee being fired. You can reject immediately. It is called summary dismissal. However, you have to take the initial action. If you go to the problem for a very long time, you're condong the behavior and will not be able to use it as a reason for subsequent summary dismissal. If the abuse is small, talk to the employee's face. Allow all sides of the story to be heard. Collect all facts, including those given by witnesses. Review job expectations with the employee. If you are not meeting these expectations, out the results. Although it seems time, it is important to keep a written record of these activities. If you both come to an agreement that the attitude will be corrected-the problem is resolved! However, if attitude is not improved, you can give the employee a written warning about possible suspension. If the problem continues, you can now consider suspending the employee. When this action is taken, in writing, job expectations and future results if they are not fulfilled. Once the suspension is over, try to come to a deal that there will be no further misconduct. Now you are in a better position to decide whether the last resort is needed. The description of the text of the misconduct flow chart is severe: rejecting the employee (end process); or small: talk to the employee, provide verbal warnings; improve behavior, solve the problem (eventually) or behavior is not better, give written warning; improve behavior, solve the problem (eventually) action; Or behavior is not better, suspension may be next; behavior improvement, problem solving (end process); Or not the solution; reject the employee (end process). There are several factors to consider in applying the development discipline process in cases of incapacity or misconduct. For example: What was the inimitable? Is the employee going to accept responsibility for his actions? Was Biganta an isolated incident? Is it a long-term employee? What is Job History? For more examples, see Labour Standards Booklet 8. Cruel Dismissal. Inability: Lack of employee skills or ability to work. Set clear, reasonable work expectations in the company's policy. All employees clearly communicate job expectations. Immediately take unacceptable action for the employee's attention. Provide proper monitoring, training and instructions. Give a reasonable warning that failure to meet these expectations may result in dismissal. Allow time and opportunity to meet job expectations. As a last step in the process, if any improvement, the employee rejects. Keep a complete written record. Misconduct: The rules for keeping the employee work space effective and secure breaks. Give the employee the opportunity to tell his own story about the misconduct. Collect all relevant facts around the abuse. Make a verbal warning. Make a written warning. Suspending the employee. As a last step in the process, reject the employee. Keep a complete written record. 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