

Management Institute

Course Outline



This program has been approved for 3.0 re-certification hours toward PHR and SPHR re-certification through the Human Resource Certification Institute (HRCI). The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit. For more information about certification or re-certification please visit the HRCI homepage at www.hrci.org

Documentation: Just the Facts

Prerequisites: None
Schedule: Half-day Sessions

Course Objective

Many employers are concerned about the "documentation" process. Everyone tells you, "You Must Document." However, how you document is just as important as the process itself. GOOD documentation can aid your company in defending itself against discrimination charges, wrongful discharge claims, worker's compensation claims, and unemployment claims. BAD documentation can be worthless, or even used against your company. This workshop will provide hands-on, practical experience in writing documented warnings. It will teach you how to create a "win-win" environment while protecting your company's interest in the event termination is required.

Topics

- How and When you document the facts of a particular event?
- What information needs to be documented?
- How much documentation is necessary?
- Is your documentation defensible?
- How to avoid defamation issues.