

Management Training Program

EMPLOYEE MOTIVATION THROUGH PROGRESSIVE AND CORRECTIVE COUNSELING

TABLE OF CONTENTS

- Manual Introduction (Philosophy of counseling)
- Table of contents
- Program Objective of Participants
- “The Corrective Counseling Process”
- Training Program Outline of Material
- Legal Implications of the Counseling Process
- The Progressive Counseling Process
- Checklist for “Just Cause”
- Types of Counseling
- Preventative Counseling Programs

PARTICIPANT PROGRAM OBJECTIVES

As a result of participation in the training program on counseling, you should be able to:

- ...Understand the concept and the nature of counseling.
- ...Administer the company counseling policy according to the philosophy, policy, and process established for employees.
- ...Conceptualize counseling as a supervisory “control” tool.
- ...Understand that counseling is a supervisory “control” tool.
- ...Utilize the various techniques and methods creating a climate conducive to self-discipline.
- ...Avoid using the common pitfalls and problems many managers run into in administering the counseling process.
- ...Follow a progressive counseling process that will not jeopardize the company with regard to any third party review or recourse.
- ...Check all counseling actions for objectiveness and “just cause” before taking action.