

CRITICISM & DISCIPLINE

Skills for Managers and Supervisors

Learn proven ways managers can bring about positive change in people with employee discipline training — without incurring resentment, making enemies or destroying relationships

Do you have employees who:

- Don't meet deadlines?
- Cause conflict?
- Make excuses?
- Refuse to learn new skills?
- Don't respect you?
- Drain your time and energy?
- Have a bad attitude?
- Are chronically tardy?
- Get derailed by personal problems?
- Miss work often?
- Challenge your authority?

If you answered "yes" to more than three of these questions, you have some classic problem employees on your hands. Attend this seminar and learn how to get them on track — or out of your hair. See inside for full program details.

ENROLL TODAY!



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1-800-556-3009



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913-967-8849



ONLINE
www.careertrack.com



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CareerTrack
P.O. Box 219468
Kansas City, MO
64121-9468

This course qualifies for CPE, HRCI, PDC and PDU credits. See details on page 6.



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 **CAREERTRACK**®

Is your team carrying dead weight?

These days, you just can't afford employees who drag down morale, destroy productivity and distract you from important projects.

Here's a proven system for dealing with difficult employees once and for all.

At this seminar, you'll learn how to:

- Approach an employee about the problem behavior in a way that minimizes accusations, hostility and defensiveness
- Create an improvement plan, and get your employee to commit to it
- Coach the employee so there's no chance of misunderstanding
- Document the process to encourage steady progress
- Discipline, reassign or dismiss the person if the problem doesn't improve, and handle it all fairly

With the skills you will gain at this seminar, you'll get your problem employees to pull their own weight. You'll eliminate weak links and reveal a fully functioning team.

Thanks to your coaching, your employees will become more productive, more satisfied and noticeably easier to work with. And that's a good reflection on you.

Turn your lost causes into solid contributors. Enroll today!

Recognize these problem employees?

The bad attitudes

They complain constantly and their dismal outlook is poisoning the rest of your team. Often, they have the skills to do their work well, but they fall short when it comes to enthusiasm, energy and commitment.

The unskilled

They just don't have the skills they need. Maybe their jobs have outgrown them. Maybe they never had the skills and it's becoming more and more apparent, or perhaps they simply lack good judgment.

The misdirected

These employees aren't really difficult employees at all. They work hard and demonstrate their commitment. Unfortunately, they're confused about what you expect, or they've gotten distracted from their goals. They'll be happy to perform if you can help them find the way.

At this seminar, you'll learn how to identify the different types of problem employees. You'll discover the hidden causes behind their difficult behavior and find out how to deal with each employee carefully and compassionately.

And best of all, you'll learn how to correct the problem with:

- Clear standards
- Realistic action plans
- Progressive discipline

You'll also discover the best ways to record progress (or lack thereof), so you'll have irrefutable proof of your efforts.

22 straight-forward solutions to the employee performance problems you face:

Understanding the problem

- 1.** What a problem employee looks like: nine symptoms to watch for
- 2.** Emotional and psychological roots of poor performance
- 3.** Should you wait until there is a clear pattern of problem behavior? Surprisingly, no — you'll learn why
- 4.** A checklist to help you determine if you're unconsciously triggering the poor performance
- 5.** Communication breakdowns leading to performance problems
- 6.** How to pinpoint the causes of problem employees

Taking positive action

- 7.** Six factors to consider when choosing corrective measures
- 8.** Seven signs your problem employee needs more training
- 9.** Ways to prepare yourself for confronting a problem employee
- 10.** How to explain the problem to your employee without placing blame or causing defensiveness
- 11.** Techniques for setting realistic, clear performance standards (so you reward the behaviors you want and discourage those you don't)

- 12.** Progressive discipline: what to do when initial corrective actions don't work
- 13.** How to develop a performance improvement plan

Handling employees who:

- 14.** Have a bad attitude
- 15.** Are chronically tardy
- 16.** Miss work often
- 17.** Refuse to take responsibility
- 18.** Challenge your authority
- 19.** Get derailed by personal problems

Preparing for dismissals

- 20.** Guidelines for documenting the disciplinary process:
 - When to start
 - What to include
 - How to be consistent with company policy and employee agreements
 - When and how to use a witness
 - The right questions to ask
- 21.** When all else fails: how to talk with employees who are not improving and help them feel better about moving on
- 22.** How to avoid grievances, and the best ways to handle them if they do arise

These practical, proven techniques will help you solve your employees' performance problems — once and for all. Enroll Today: www.careertrack.com

An ideal training event for your entire management team

All managers have to deal with a problem employee at some point. This seminar is an ideal way for you and your colleagues to get important training in performance management all at once.

After this seminar, you and your co-managers will speak the same language. You'll support each other in creating action plans, managing difficult employees and applying progressive discipline.

You'll save money, too! Tuition discounted per person for groups of 5 or more from the same organization attending the same event.

Why not suggest group attendance at your next meeting or place a request with your human resources department?

(Interested in holding a private seminar for your organization? See page 6 for the Onsite option.)

FREE DIGITAL RESOURCES FOR EVERY PARTICIPANT



Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally—making

learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.

Not sure whether to attend?

Let us answer some of your concerns.

How is this seminar structured?

Our professional curriculum designers structure every seminar for maximum learning. You'll benefit from a carefully designed combination of:

Detailed presentation

Your trainer is skilled at involving you in the learning process. You'll enjoy every minute of the presentation. Just sit back and take it all in.

Seminar exercises

These activities allow you to practice the performance improvement techniques as you learn them. You'll analyze a problem employee's behavior, develop an improvement plan and apply progressive discipline. That way you can get answers to your questions as they arise — before you try the system with your own difficult employees.

Discussion

Share your point of view. Learn from other people's questions and ask your own. These are some of the most helpful segments of the seminar.

Is this seminar a good investment for my organization?

Absolutely. A problem employee is very costly, whether you try to live with the situation or eventually replace the person. This is especially true if you end up in court (all too common when employees are fired for attitude problems). Solve the problem, instead, with the ideas you will learn at this cost-effective, one-day training program.

Can I spare a day away from the office?

This program will actually save you time — time spent frustrated, fuming, fixing mistakes or otherwise engaged with a problem employee. If you think this seminar is worthwhile for you, plan to attend.

Enroll Today! www.careertrack.com

Tired of hit-and-miss training?

Choose CareerTrack consistently. There is a difference.

This is real training.

We respect your time — and your intelligence. Our course content is soundly researched and designed by professional educators for maximum adult learning.

We're one of the largest producers of professional development programs in North America — most of the Fortune 500 train their people with us.

You get the tops in trainers.

Our faculty members receive the best training in the industry. At our seminars, you can always count on learning from knowledgeable experts who know how to teach.

You see outstanding presentation materials and resources that work.

That's because we work with professionals — writers, editors and graphic artists — to produce them. Put ours side-by-side with reference materials from other companies, and you'll see the difference.

You get what we promise.

We don't lure you to our seminars with a long list of unrealistic promises. Our promotional materials are carefully cross-checked against course content for accuracy.

“CareerTrack's material is always common sense, organized well and can be put to use immediately.”

B. Beyette, Team Leader, American Express

Attendees praise CareerTrack seminars

“The information was so timely, the examples so pertinent — I only wish I'd been exposed to the information four years ago when I became a manager at my company. Thank you!”

Ann Joyce, Director of Guest Services
Park Hyatt Los Angeles

“Very informative and provided me with other and better ways to handle difficult employees.”

Scott Herrick, Owner
Arena Systems

“Excellent. Best I've ever attended. Highly recommend to other Authority managers.”

Mary J. Dudek, Tenant Selection Supervisor
Reading Housing Authority

Guaranteed Results!

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident this seminar will provide you with the tips and techniques you need to successfully discipline employees. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

Registration Information

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.careertrack.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a CareerTrack seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Units (CEUs)

CareerTrack offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

Continuing Professional Education (CPE)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning Solutions, Inc. are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org. Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

HRCI Recertification Credits (HRCI)

This program has been approved for recertification credit hours through the HR Certification Institute. For more information about certification or recertification, please visit the HR Certification Institute homepage at www.hrci.org. This course qualifies for 5.5 HRCI recertification credits.

Professional Development Credits (PDCs)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning Solutions, Inc. are recognized by SHRM to offer SHRM-CP or SHRM-SCP professional development credits (PDCs). This program is valid for 6 PDCs. For more information about certification or recertification, please visit shrmcertification.org.

Professional Development Units (PDUs)

As a Registered Education Provider (R.E.P.), our organization is approved by the Project Management Institute (PMI)[®] to offer Professional Development Units (PDUs). For more information, please visit www.pmi.org. Our organization's R.E.P. number is 3992. This course qualifies for 6 PDUs.*

Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU, CPE, HRCI, PDC or PDU credits, please visit www.careertrack.com/certificate. Certificates will be available 10 days after your event has ended.

*PMI is a registered mark of the Project Management Institute, Inc.

Onsite Training Solutions

Get the Results You're Looking For!

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From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

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Maximize Your Training Budget!

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options. Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

For a free consultation, visit us online at careertrack.com/onsite or call us at 1-800-944-8503

Update Your Contact Information!

Simply make corrections to the mailing label on the back page of this brochure. **Mail** corrections to P.O. Box 413884, Kansas City, MO 64141-3884 or **fax** to 913-967-8849. We'll change our records for the very next update. Thanks!

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- Online careertrack.com
- Call 1-800-556-2998

- Fax to 913-967-8849
- Mail your registration

1 **Yes!** Please register me for the one-day, *Criticism & Discipline Skills for Managers and Supervisors* seminar indicated in Section 5. Group discounts available; see page 6 for details.

2 **IMPORTANT!** Please fill in VIP number as it appears on the mailing label.
 VIP _____ (_____) if available

3 **ORGANIZATION INFORMATION**

Organization Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____

Approving Mgr.'s Name: Mr. Ms. _____

Job Title: _____

Email Address: _____ Business Home

4 **QUICK CONFIRMATION**

Please email or fax my confirmation to me within 48 hours.

My email address or fax number is: _____

5 **NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)

#1 Attendee's Name
 Mr. _____
 Ms. _____
 Job Title _____ City Event # _____
 # | 2 | 2 | 4 | | | |

Email (required): _____ Business Home

#2 Attendee's Name
 Mr. _____
 Ms. _____
 Job Title _____ City Event # _____
 # | 2 | 2 | 4 | | | |

Email (required): _____ Business Home

6 **METHOD OF PAYMENT** (Payment is due before the program.)
 Please make checks payable to CareerTrack and return form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).
 Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; plus applicable county surcharge), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).

Total amount due: \$ _____

Check # _____ (payable to **CareerTrack**) is enclosed.

Bill my organization. Attn: _____

Purchase order # _____
 (Attach purchase order to completed registration form.)

Charge to: AmEx Discover MC Visa

MO. | YR. |
 EXPIRATION DATE

CARD NUMBER _____

Card Holder's Name _____

Tax-Exempt # _____

Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, by fax or online, please do not return this form.

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Skills for Managers and Supervisors

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