

Corrective Action

Course Description: This course will provide participants with a proactive approach to managing employees who demonstrate performance or behavior problems.

Audience: Any supervisor or manager who has responsibility for evaluating and documenting employee performance.

Objectives: At the conclusion of the program participants will be able to:

- Understand the need to take corrective action
- Describe the performance or behavior gap, clearly and specifically
- Document performance discrepancies and take appropriate corrective action
- Prepare for a performance discussion with an employee
- Conduct a corrective counseling discussion with the employee.

Delivery Options: This course can be delivered in the classroom and is also a [self-paced online course](#).

Please Note: *Corrective Action* is printed on demand as ordered. The Participant's Handbook(s) and Trainer's Guide may not be returned to ABA

Participant's Handbook (c) 2006

Catalog # 3003821

\$55 List Price

\$35 Member Discount

Trainer's Guide

Catalog # 3003820

\$135 List Price

\$ 95 Member Discount

For more information about this product, please contact the Education Department at (501) 376-3741.