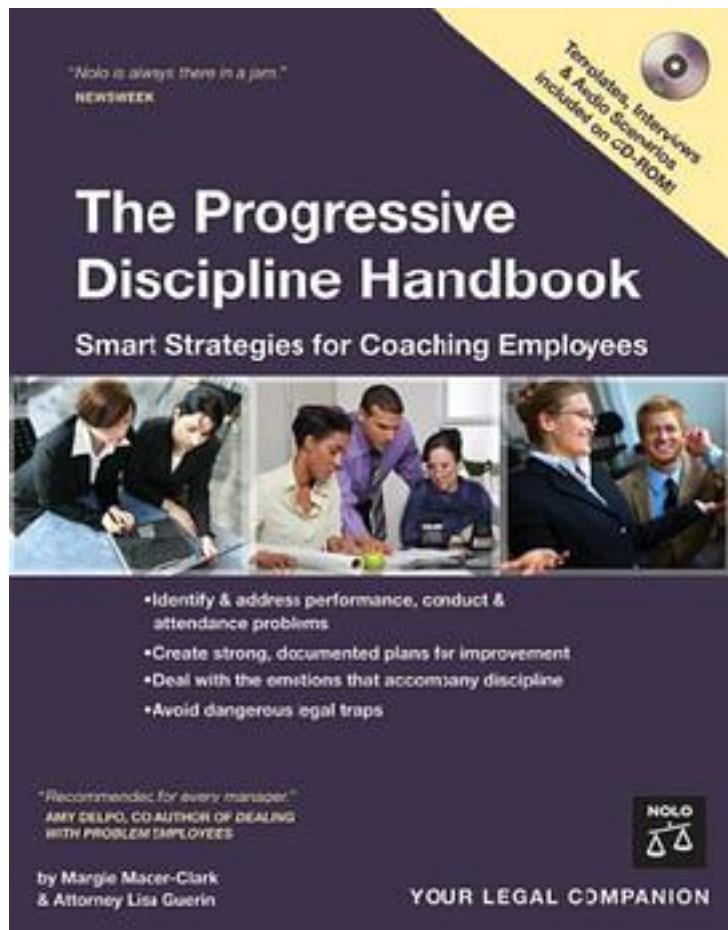


The Progressive Discipline Handbook



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For the employer who needs an effective approach to coaching and disciplining employees. In today's litigious world, managers and supervisors must ensure that when they discipline their employees, they do so fairly. Otherwise, they may end up

dealing with expensive legal problems. Fortunately, The Progressive Discipline Handbook helps prevent days in court. A complete how-to guide full of practical and legal advice, you'll find out how to identify an appropriate level of discipline, deal with employees when discipline is necessary, correct and monitor problems and prevent future problems. The CD-ROM provides useful forms, checklists and audio dialogues, plus quizzes to reinforce core lessons. Best of all, The Progressive Discipline Handbook can be used with any progressive discipline policy already in place -- making it easy to implement. It also provides tips and strategies that help managers handle one of the most difficult parts of their jobs: Communicating with employees about discipline problems.

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