

Better Business Practices Series

Progressive Discipline

Effectively dealing with performance challenges can be fraught with difficulties in today's work climate. Participants will learn techniques to identify the cause of an employee's poor performance and how to successfully manage their performance. They will learn how to use discipline to deal with improper workplace behaviour, including how to discipline, what level of discipline to apply, proper documentation, and completing the discipline notice.

This interactive session will look at the importance of:

- Developing a well written progressive discipline policy
- The importance of due diligence and proper documentation
- How to engage in productive discussions around improving challenging performance
- When to call your lawyer when the next step is possible termination

This session will be facilitated by Joy Lerman and Terri Carr from TJ Solutions and Asha Rampersad from Bernardi Human Resource Law LLP, all of whom have extensive experience dealing with the unique issues associated with the Child Care sector.

Registration Information

Thursday November 1, 2018 • 9:00 am to 1:00 pm • ECCDC Conference Room, 3340 Schmon Parkway, Thorold • \$75 includes continental breakfast and light networking lunch

Please note the Executive Directors Network Meeting will take place immediately following this session from 1:00 to 2:30 pm. Please register separately for the ED Network meeting.

To register, please contact the ECCDC at 905.646.7311 extension 304, email eccdc@eccdc.org or visit www.eccdc.org



Better Business Practices Series

Progressive Discipline

About the Facilitators

Terri Carr & Joy Lerman – TJ Solutions

Terri and Joy have worked together as consultants and facilitator/trainers working all over southern Ontario for more than fifteen years. They have extensive experience in providing training in the areas of Management, Human Resources, Organizational reviews, and Board Governance.

Terri and Joy's focus is on providing seminars and solutions in managing your Child Care/Family Resource Organizations. Their interactive workshops are creative and energetic combining practical and workable solutions that often include ready-to-use templates you can use in the workplace.

Asha Rampersad – Bernardi Human Resource Law LLP

Asha has represented major Crown Corporations, municipalities, and large private sector clients including Child Care Organizations on a broad range of labour and employment matters, including human rights litigation; grievance arbitrations; AODA and human rights compliance; and occupational health and safety issues.

Equipped with several years of teaching experience at the university level, and conducting numerous training sessions for human resource professionals and child care administrators. Asha has significant expertise in delivering training to both employers and employees on all facets of employment and labour law, including collective agreement interpretation.

Asha has worked with Joy and Terri in the Child Care sector for over seven years. Her main areas of practice include human rights litigation and accommodation issues, labour relations, and all facets of human resources law.

