



Griffin Training

Solutions for a Modern Workforce

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Maintaining Workforce Discipline

One of the most challenging parts of being a manager is maintaining workforce discipline. Not only is the modern legal system a minefield but often managers need to develop good rapport with their staff and disciplining staff can be a hindrance to such rapport. Nobody likes to be disciplined or to discipline and yet it is an important part of the managers'/supervisors' role. This course is aimed at providing managers'/supervisors' with the knowledge and skills necessary to maintain workforce discipline while building good rapport. Participants will gain an understanding of tools and techniques they can use to discipline staff and maintain discipline in the workforce.

Objectives:

- To understand the role and purpose of discipline in the workplace
- To gain the skills necessary to maintain workforce discipline
- To understand the legal implications of disciplining staff
- To gain knowledge of tools, techniques and strategies open to managers
- To gain the knowledge and skills necessary to discipline staff while maintaining good rapport

Content:

- Defining a Disciplined Workforce
- When Workforce Discipline Fails
- Irish Law and Workforce Discipline
- The Will, Desire and Motivation as Behavioural Guides
- Practical Means of Instilling and Maintaining Workforce Discipline
- Tools and Strategies to Promote Discipline
- Means and Methods of Discipline
- Discipline and Good Rapport Two Sides of the Coin
- Practical Discipline
- Discipline without Punishment