



THE UNIVERSITY OF THE WEST INDIES  
OPEN CAMPUS BELIZE

## DISCIPLINARY ACTION: THE IMPORTANCE OF DOCUMENTING

### Course Description

Disciplinary action in the workplace is a delicate matter. A severe conflict between manager/supervisor and employee can create a lengthy grievance procedure, and even legal action. Detailed disciplinary documents are the best defence when a manager's/supervisor's actions are called into question. Without these documents, there may be no record of a worker's repeated infractions or failure to satisfy job requirements. There may also be no evidence of a manager's/supervisor's attempt to deal with the worker in a fair and constructive manner. This course explains how documentation can make all the difference, and examines the potential consequences from failure to document. It also recommends steps for progressive documentation and explains what and how to document.

### Course Participants – Who Should Attend

Any person in supervisory or management position with disciplinary responsibility

### Course Objectives

At the end of the session, participants will be able to:

- Recognize the value of understanding the documentation process in progressive discipline.
- Associate goals of documenting disciplinary procedure with examples.
- Associate preliminary questions with mitigating factors before documenting disciplinary steps.
- Apply questions in given scenarios to determine whether to document acts, events, or performance issues as disciplinary matters.
- Match examples of ramifications of inadequate documentation with examples of inadequate documentation.
- Procedures for Documenting

### Certification

Participants who fulfill at least 75% of the attendance requirement of the whole course and pass the end-of course assessment (if applicable) will be awarded *Certificate of Completion*.

Participants who met the minimum attendance but do not pass the assessment will be awarded a *Certificate of Participation*.

### **Course Prerequisites**

There are no formal prerequisites

### **Course Duration**

16 hours or 2 days

### **Method of Delivery**

Any combination of lectures, discussions, research presentation, role plays, problem solving exercises, case studies as well and video presentations. The emphasis is on learning by doing. Special features include: Interactive “workshop” format, group learning – you also get to know what other participants are doing, individual and group activities.

### **Course Cancellation Policy**

The UWI Open Campus Belize makes every effort to maintain the advertised schedule of classes; however, low or insufficient enrollment may require a schedule adjustment or course cancellation. All registrants will be duly notified of any changes in the published information.

### **Course Outline**

- The process of documentation: How to document effectively
- Types of documentation and manager/supervisor’s documentation responsibility
- Importance of documentation
- Progressive discipline
- Communicating after Disciplinary Action
- Timeliness in Employee Discipline
- Grievance Process in the workplace