

Webinar on

Legal Documentation Techniques: If it Wasn't Documented, it Didn't Happen

Learning Objectives

- The importance of documentation*
- The six rules of documentation*
- When and how to document*
- How to build and maintain credibility*



Good records,
on the other
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mean the
difference
between
winning and
losing a
lawsuit.

PRESENTED BY:

Dr. Chartier is the Principal of HRinfo4u, a human resource consulting firm, and a well-known educator and speaker. As a consultant, he works with organizations to improve the effectiveness and efficiency of their human resource functions.

On-Demand Webinar

Duration : 75 Minutes

Price: \$200

Webinar Description

Good documentation just doesn't happen by accident. Left to our own devices, many of us probably think we have better things to do than write down what the weather was that day, fill out the performance log or, dare I say, update the schedule. After all, there's work to be done. However, it only takes one time in litigation to change that mindset. In addition, the reality of a dispute resolution forum is that who's right and who's wrong may not determine who wins the case. It can come down to who can present the best documents to support their case.

Here's a typical scenario: An issue arises with an employee. A couple of meetings take place and the positions are laid out. Resolution doesn't occur and tempers may flare. What happens next? Usually, a letter-writing campaign ensues. The manager and the employee state positions and fingers get pointed. It turns into a he said/he said situation.



Sometimes, the situation is even reviewed by counsel (a good idea, by the way, if the stakes are high and relations strained). Every document may be read by someone. It's important that we think of third parties that might eventually read our documents and what would they say? Think of the old cliché, "timing is everything." It's true in the case of documentation. It's important that everyone be timely with all forms of correspondence. Review the policies, the handbook and any updated procedures.



Who Should Attend ?

Directors of Human Resources

Managers of Human Resources

Employee Relations Specialists

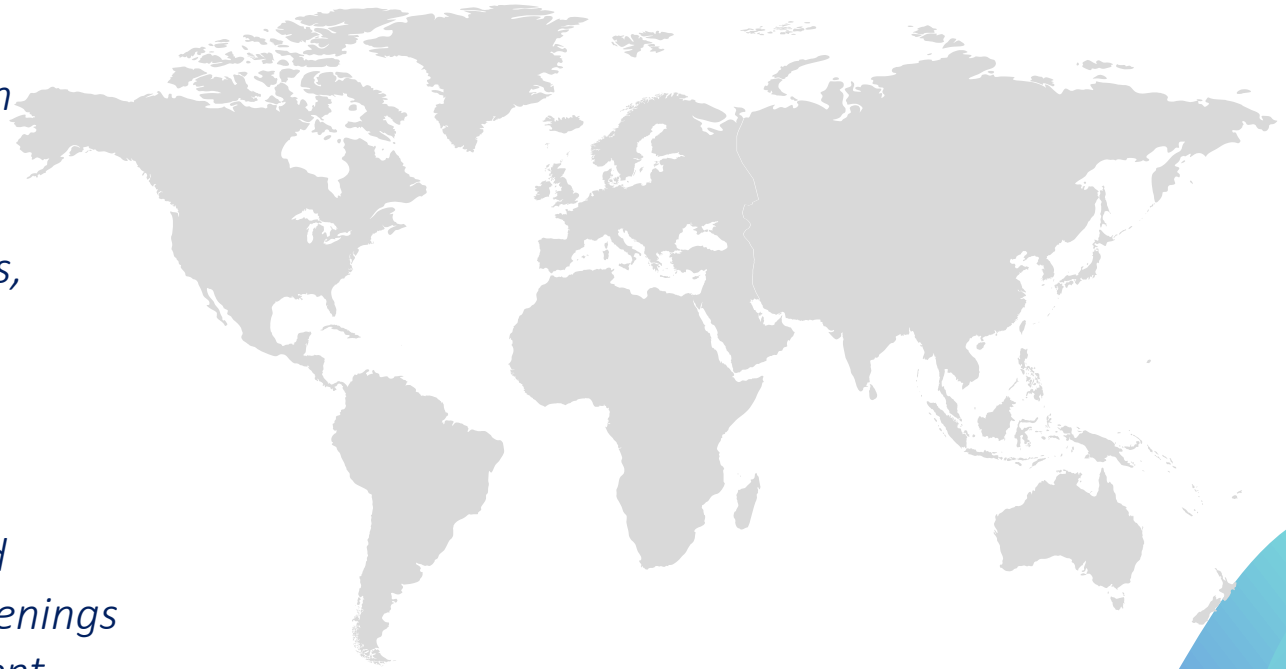
Human Resource Generalists



Why Should Attend ?

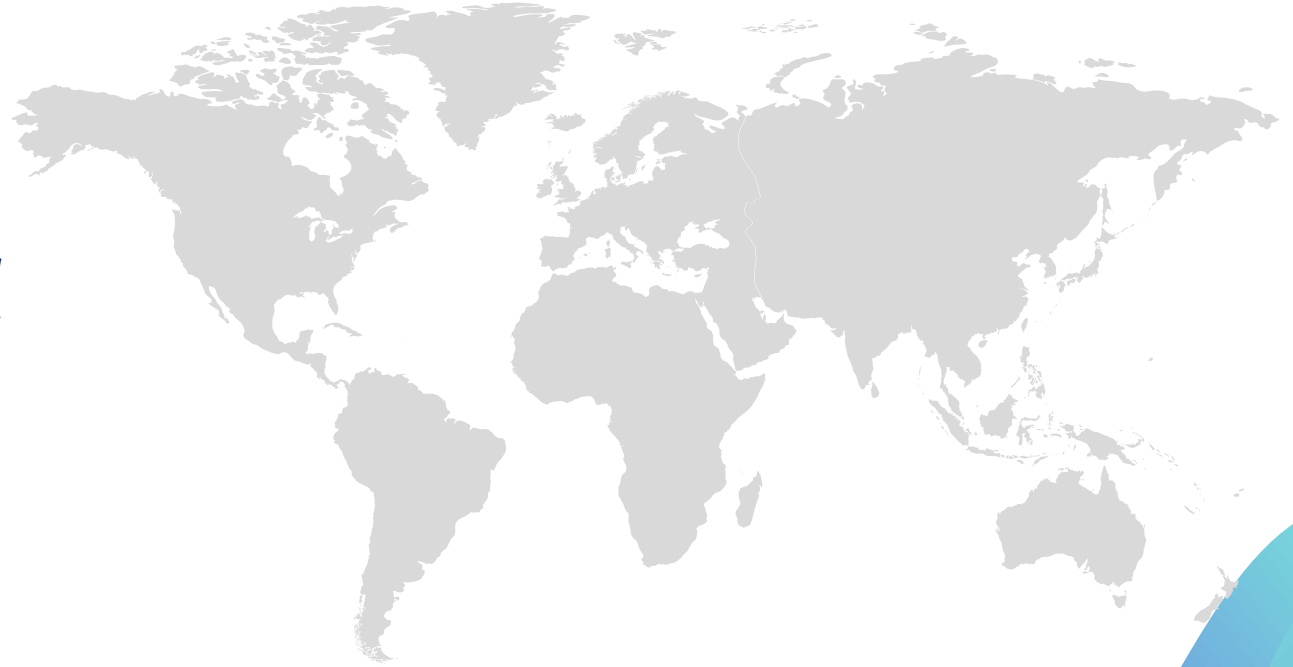
An employee's record of documentation is a written account of his or her actions, discussions, performance coaching incidents, witnessed policy violations, disciplinary action, positive contributions, reward and recognition, investigations, failure to accomplish requirements and goals, performance evaluation, and more.

Maintaining these records allows the employer and employee to preserve a written history of the happenings and discussions that occurred around a specific event. Documentation of the employment relationship provides a written record that may be necessary to support such actions as employee promotion, employee pay raises and disciplinary action—including employment termination. Your credibility as an employer and as an HR professional, is largely dependent on keeping and maintaining accurate documentation.



Topic Background

Lack of solid documentation is the single most common mistake employers make when handling discipline or terminations. What if you need to justify an employment decision or termination long after it occurs? Not properly documenting can hurt you in unemployment compensation disputes, workers' compensation cases and other legal matters. Good records, on the other hand, can mean the difference between winning and losing a lawsuit.



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