

Webinar on

Documenting Misconduct That Will Stand Up In Court

Learning Objectives

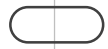
Why policies and procedures are an important part of the documentation

What policies/procedures are legally required before misconduct occurs

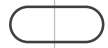
What policies/procedures are recommended before misconduct occurs

Can you discipline if you don't have a policy/procedure with regard to a particular problem?

Why not understanding the difference between misconduct/performance can hurt you in the documentation



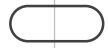
How to fill out a performance appraisal properly?



*Real life lessons from actual court cases
- what went right in the documentation?*



*Real life lessons from actual court cases
- what went wrong in the documentation?*



How and when to dispose of documents?



What should a document retention program contain?



This webinar includes as a labour and employment law attorney, you are always reviewing documentation that supports your client's version of what happened.

PRESENTED BY:

Susan Fahey Desmond is a principal with Jackson Lewis PC. She has been representing management in all areas of labor and employment law for over 30 years. A noted author and speaker, Ms. Desmond is listed in Best Lawyers in America and has been named by Chambers USA as one of America's leading business lawyers.

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

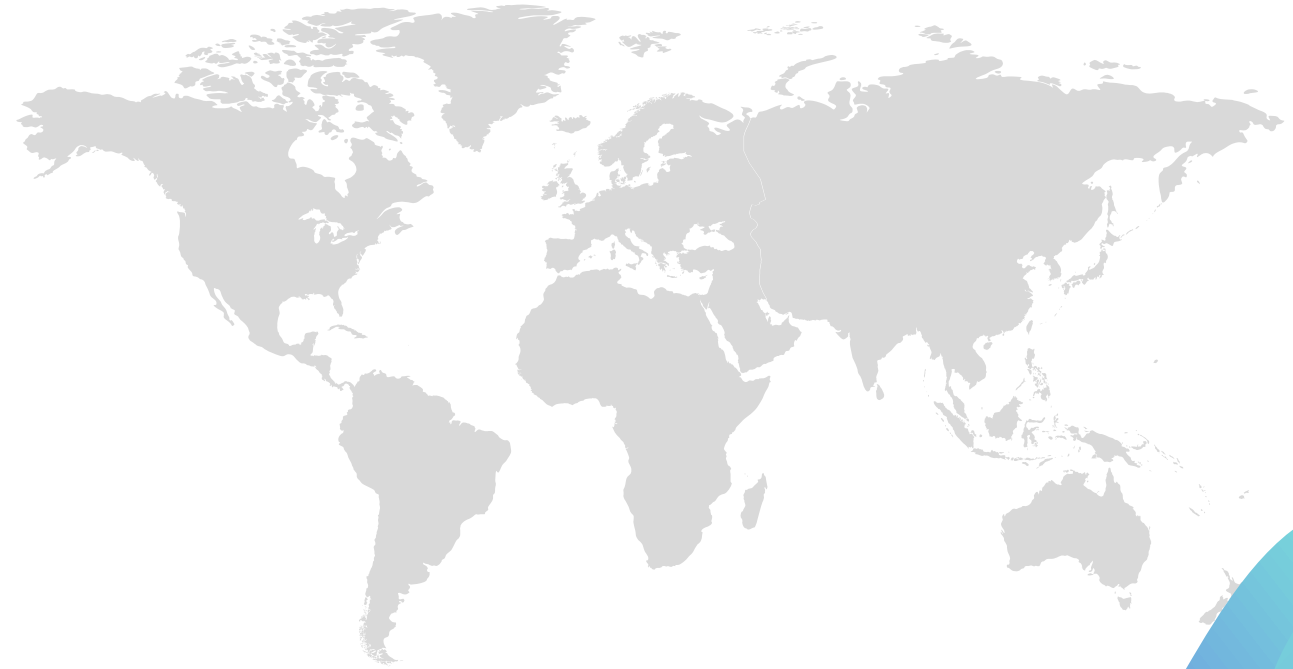
Webinar Description

As a labour and employment law attorney, you are always reviewing documentation that supports your client's version of what happened. As a human resource professional, you look at documentation so that you can approve a termination recommended by the supervisor. But as a supervisor, your focus is usually more on getting production done, and you "forget" to document that you had to tell a subordinate three times to do a task. You put off doing those performance appraisals. What are they used for anyway? And, as a supervisor, you are often documenting misconduct or performance issues of someone you once worked side by side. Is documentation easy? No. Is it critical? Yes. But how do you do it right?



Who Should Attend ?

Human resource managers, supervisors, risk managers, general counsel.



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