

APD MANAGEMENT

SEMINAR

Accountability & Discipline for Supervisors

Date: November 14, 2017 (9:00 am – 3:00 pm)

Location: Acton Police Department
371 Main Street, Acton, MA 01720

Participants: Sergeants, Lieutenants & Captains

Cost: \$169.00 per person

Seminar Topics: How to hold a disciplinary conference, what to do during a crucial confrontation, what and how to document the facts after a disciplinary conference, what steps are necessary, what rights do union employees have, what rights does management have, starting the paper trail, what is corrective action, what is progressive discipline, how to change deficient behavior and performance and what to do if it doesn't change. Documentation, Performance Reviews, Verbal warnings, written warnings, starting a paper trail, counseling employees, Implementing Discipline, Dealing with 150E issues, progressive discipline, implementing new policies, rules or regulations.

Registration: You may register by providing the information below and remitting this form via fax (978-851-2379) or email (apdmanagement@gmail.com). Please mail your check payable to "APD Management" to the address below. Call 978-836-9220 or visit apdmanagement.com with questions.

APD Management
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Name:	Title:
Agency:	Phone:
Address:	Fax:
	Email: