

COACHING, DOCUMENTING, WARNING & EFFECTIVELY TERMINATING EMPLOYEES

by

Scott Warrick, JD, MLHR, SPHR

Human Resource Consulting, Employment Law & Training Services

(614) 367-0842: Office Phone ♣ (614) 738-8317 – Cell Phone

www.scottwarrick.com

- Why Can You **NOT RELY ON EMPLOYMENT AT-WILL**?
- What Is **DOCUMENTATION** ... And How Should You **PROPERLY DOCUMENT** Employee Performance?
- What Is **PROOF** ... And How Does That Affect Employee Documentation?
- What Questions Should You Ask In An **INVESTIGATION** ... And **HOW** Should You Ask Them?
- What **8 COACHING STEPS** Should Be Followed When Problem-Solving With Employees?
- Why Is It **CRITICAL** To Clearly Define The Employee's Role and Responsibilities At The Coaching Stage ... And How Do You Do This?
- How Should Warnings Be **DRAFTED** ... & How Should They Be **DELIVERED**?

***COACHING, DOCUMENTING, WARNING
&
EFFECTIVELY TERMINATING EMPLOYEES***

by

Scott Warrick, JD, MLHR, SPHR

Human Resource Consulting, Employment Law & Training Services

(614) 367-0842: Office Phone ♣ (614) 738-8317 – Cell Phone

www.scottwarrick.com

OUTLINE

- I. EMPLOYMENT-AT-WILL DOCTRINE**
- II. THE U.S. SUPREME COURT: THE REEVES DECISION**
 - A. Juries May Now Infer Illegal Discrimination**
 - B. Direct Evidence Of Discrimination Is No Longer Needed In Mixed Motive Cases**
- III. MAINTAINING AN ORDERLY ENVIRONMENT**
 - A. Basic Strategy**
- IV. DOCUMENTATION**
 - A. Various Types Of Documentation**
 - B. Informal Notes**
 - C. The Structure Of Documentation**

V. WARNINGS

- A. Verbal Warnings v. Written Warnings**
- B. Three Styles of Communication: Retreat, Attack and Honest Respectful Dialogue**
- C. Coaching/Problem Realization/Solving Process**
- D. Determining When A Written Warning Is Appropriate**
- E. Drafting The Written Warning**
- F. Presenting The Written Warning**

VI. TERMINATION

- A. When To Terminate An Employee?**
- B. Severance or Settlement and Release Agreements**
- C. The Termination Meeting**



Scott Warrick, JD, MLHR, SPHR

Human Resource Consulting, Employment Law & Training Services
(614) 367-0842 Office ♣ (614) 738-8317 Cell ♣ (614) 367-1044 FAX
www.scottwarrick.com

- **Masters degree in Labor and Human Resources: The Ohio State University**
- **Capital University College of Law (Class Valedictorian (1st out of 233))**
- **Lifetime Senior Professional in Human Resources (SPHR) accreditation**
- **Winner of the Human Resource Association of Central Ohio's Linda Kerns Award for Outstanding Creativity in the Field of Human Resource Management and the Ohio State Human Resource Council's David Prize for Creativity in the Field of Human Resource Management**
- **Scott is President of his own Human Resource Consulting, Employment Law and Training Firm based in Columbus, Ohio specializing in:**
 1. **PREVENTING Employee Problems from happening,**
 2. **Training Managers and Employees ON-SITE in over 30 topics and**
 3. **Keeping HR Professional's UP TO DATE WITH THE CHANGES IN THE LAW with his MONTHLY NEWSLETTERS AND ANNUAL AUDIO TAPES.**

Scott Warrick was the highest rated presenter at SHRM's 2003 National Diversity Conference in New York City. Scott has now been invited back to present his "Tolerance in the Workplace: Management v. Employees" session at the 2006 SHRM National Diversity Conference in Los Angeles in October of 2006.

Scott travels the country presenting his "Intolerance of Intolerance: Diversity/Tolerance Awareness Program." Scott's clients include The Gap, Skyline Chili, The Ohio Supreme Court, Heinz, Fayette County Hospital, Honeywell, Carastar International, Utah Workforce Development, etc.

Solving Employee Problems BEFORE They Happen!

HERE'S WHAT ATTENDEES SAY ABOUT SCOTT WARRICK'S SESSIONS...

“My managers LOVE Scott! I would never even consider using anyone else.”

Tina Powers, Fayette County Memorial Hospital

“Without a doubt, the best presenter I have ever heard. Scott Warrick could make a seminar on “Manure Specifications” enjoyable.”

Dirk Prusok, The Columbus Public Metropolitan Library

“Scott makes me feel MUCH more confident as a manager.”

Nance Curtis, Prologue, Inc.

“All of the managers at my company should come to Scott’s seminars.”

Amy Lieb, Krieger Ford

“Scott always provides realistic and manageable ways to handle personnel problems. Excellent!”

Ric Mazon, Professional Insurance Agents, Inc.

“THANK YOU for having these seminars!”

Darlene Duffy, Ohio Hunger Task Force

“I learned a great deal from Scott. This was just the information I was looking for.”

Kelsy Ruoff, Liebert Corporation, Inc.

“This guy could make ‘Two Steps To Brushing Your Teeth’ interesting.”

Collette Mak, OCLC

“Scott’s seminars are filled with examples and solutions to avoid problems. It was great!”

Mike McGovern, Odyssey Consulting, Inc.

“Scott is the best presenter we have ever had!”

Tim Thompson, Columbus Public Metropolitan Library

“Loved the ‘real world’ examples. Scott has really ‘been there, done that.’”

Kay Peters, Evans Adhesives, Inc.

Attendees agree ... “Scott Warrick Spins Magic!”