

# ***EFFECTIVELY DOCUMENTING & WARNING EMPLOYEES***

***Scott Warrick, JD, MLHR, CEQC, SHRM-SCP***

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***&***

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**Link Up With Scott On [LinkedIn](#)**

- What is “**EMPLOYMENT AT WILL**” ... and why can you **NOT** count on it?
- What is **DOCUMENTATION** and what is **PROOF**?
- What is “**PROOF**” in an employment lawsuit and how does that effect your **DOCUMENTATION**?
- Why can you rely on the statements given to you by employees and why are they not “**HEARSAY**.”
- What **PROVEN FORMULA** should **ALWAYS** be followed in drafting a written warning?
- When is it appropriate to **DIGITALLY RECORD** a written warning and/or termination?
- What steps should you follow when **DELIVERING** a written warning?
- How do you **DOCUMENT VERBAL WARNINGS**?
- What do you do if an employee **REFUSES TO SIGN** a written warning? (No...You do **NOT** go and get a witness.)
- What **PROVEN FORMULA** should **ALWAYS** be followed in **DRAFTING WRITTEN WARNINGS**?
- When is it time to terminate an employee?

**...and MUCH, MUCH more...**

Join Scott as he outlines for you how to coach employees, document, warn and eventually terminate problem employees in such a way that **PREVENTS** lawsuits in his own unique, practical, entertaining and humorous style. Scott will not only outline these processes for you, but he will review how to use this information **IMMEDIATELY!**



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*Business First's 20 People To Know In HR*  
*CEO Magazine's 2008 Human Resources "Superstar"*  
*Nationally Certified Emotional Intelligence Instructor*

**2012, 2008, 2007, 2006 and 2003 SHRM National Diversity Conference Presenter**

**Scott Warrick** combines the areas of law and human resources to assist organizations in **"Solving Employee Problems BEFORE They Happen."** Scott uses his unique background of **LAW** and **HUMAN RESOURCES** to help organizations get where they want to go, which includes coaching and training managers and employees in his own unique, practical and entertaining style.

**[Scott Trains Managers and Employees ON-SITE in over 50 topics](#)**

***LET SCOTT DESIGN A PROGRAM FOR YOU!***

Scott's "[Employment Law Videos](#)" on the ADA, FMLA, FLSA and Harassment.

**["The Human Resource Professional's Complete Guide To Federal Employment And Labor Law"](#) &**

Scott's "[Do It Yourself HR Department](#)"  
are favorites for anyone wanting to learn Employment Law and run an HR Department.

**Scott's academic background and awards include:**

Capital University College of Law (Class Valedictorian (1st out of 233))

Master of Labor & Human Resources and B.A. in Organizational Communication:  
The Ohio State University

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 Human Resource Management

For more information on Scott, just go to [www.scottwarrick.com](http://www.scottwarrick.com)