

Taking Defensible Performance Actions: Tips for Success

Course Description:

Federal Employment Law Training Group (FELTG) Executive Director, attorney and renowned author William Wiley will conduct a 90-minute training session. The presentation will begin by explaining the appropriate procedures to take when initiating an opportunity period and a subsequent Personnel Improvement Plan. Common mistakes that your agency can't afford to make in the disciplinary process will be highlighted.

Discussions include:

- The critical time periods for the various stages of performance-based actions
- How to draft and deliver essential documentation
- The importance of holding employees accountable throughout the process
- Tips for managing problem employees during the notice period
- The necessary levels of proof an agency must maintain to defend a performance-based suspension or termination