



## Legal and Effective Progressive Discipline

A system of progressive discipline is the best safeguard against charges of discrimination and wrongful discharge. In this video program, the steps of progressive discipline are clearly explained and the results of proper implementation are demonstrated. A “must see” for all supervisors and managers in your organization.

- How to verbally counsel an employee
- Issuing a written warning
- Placing an employee on suspension
- Terminating an employee

(23 min) **DuPont.** #26-HR10-DVD \$645  
**Handbook Available**

## Legal and Effective Interviewing Skills II: The Right Questions

The interview process is not a random exchange between an employer and a prospective employee. It has rules and legal dimensions, and to neglect them is to invite lawsuits and to miss out on the best hires. Get a thorough, practical approach to this vital aspect of employment with this program.

The program covers:

- Interviewing preparation
- Setting the tone
- The general interview format
- Legal and illegal questions
- Applicants with disabilities
- Closing and documenting the interview

(14 min) **DuPont.** #26-HR36-DVD \$845

## Documenting Discipline II

An employee not up to par with your standards? Get a fair and consistent way to deal with substandard performance and behavior. Have the proper documentation, avoid the courts, and win any lawsuits that cannot be avoided. But most importantly, be a better manager who creates, in turn, better employees. covers:

- FOSA: Facts, Objectives, Solutions, Actions
- Incidence diaries
- Disciplinary action memos
- Progressive discipline

Added features and benefits of DVD training include:

(17 min) **DuPont.** #26-HR86-DVD \$845

## **Legal Peril: 8 Management Pitfalls to Avoid**

Statistics show one in FIVE managers or supervisors will find themselves in litigation or part of an employment related claim or charge. This hard-hitting film featuring Harry Hamlin of LA Law fame explores the Eight Management Pitfalls – pitfalls which could end up costing you and your associates valuable time and your company millions of dollars. You will learn through example and discussion what they are, how to avoid this costly exposure and how to stay out of court. Produced by DuPont.

- Interviewing/hiring discrimination
- Unfair and inconsistent treatment
- Failure to eliminate harassment
- Poor documentation

(23 min) **DuPont.** #26-HR41-DVD \$745  
**Handbook Available**



## **Ethics: The L.O.G.I.C. of Right**

Nearly every day, we all face workplace situations that test our ethics. Sometimes it's simple to determine the right thing to do. But most of the time, the answer isn't so black or white. Uncertainty is at the heart of the ethics issues that confront us in the workplace. With **Ethics: The L.O.G.I.C. of Right**, you can help employees make the right decision when faced with an ethical dilemma. Protect your organization from the cost of unethical behavior - devastating lawsuits, wasted time, loss of money and low employee morale. (22 min) **DuPont.** #26-HR95-DVD \$945

## **You Be the Judge**

This Law & Order video will add drama to your training session as viewers watch Virginia, a job applicant who suspects that she has been unlawfully discriminated against because of her gender. Her interviewer, Mr. Coleman, asks if she has children and therefore assumes that she wouldn't be fully committed to the job. Realizing that this questions based on her personal life was unlawful, Virginia takes her case to court. During the lawsuit it is discovered that Mr. Coleman acted biased even while taking notes throughout the interview, jotting down that she was attractive and "wouldn't fit in here" Mr. Coleman's lack of knowledge on how to conduct a legally defensible interview resulted in a costly expense for his company.

**DuPont.** #26-HR82-DVD \$845