

ESSENTIAL EMPLOYEE RELATIONS TRAININGS FOR LEADERS

Last month Employee Relations announced the development of four new “Just in Time” 20 minute online trainings for leaders! **These step-by-step trainings guide leaders on how to handle simple incidents, to more challenging incidents that require gathering statements about what happened, and placing the employee on administrative leave.** We rolled out *When Should you Conduct a Coaching or Counseling Session* and *Effective Documentation*, May 2, 2022. **Writing Effective Disciplinary Notices and Conducting Workplace Investigations are NOW LIVE!** Upon the completion of these trainings, leaders will be equipped with knowledge and understanding on how to be more **proactive**, in advance of employee related incidents.

Beginning **June 1, 2022**, Employee Relations will no longer require review of written warnings, in advance of the written warning being presented to the employee. These two trainings, that are *now live*, explains this expectation. **Current documentation expectations remain a requirement, to support the corrective action. Additionally, the required review of termination requests remain unchanged.** Prior corrective actions (within the 12 month period) to include supportive documentation, will be reviewed by Employee Relations upon the department’s request to involuntarily terminate the employee to ensure dismissal is the appropriate next step. As a reminder, the EDN Repository is a great resource for template disciplinary notices.

Exceptions: *Corrective actions due to HIPAA violations (all levels), advancing directly to a written warning, administrative leave, and suspensions, will require review and support from Employee Relations in advance to meeting with the employee.*

Leaders should start with their HR Business Partner, as issues arise, and they will gladly assist in guiding you down the right path.

The trainings can be accessed by clicking the links below! You can also access the trainings via your MyCompass dashboard today or the OHR website, Employee Relations, Training area. In the near future, the Manager’s Toolkit, on the OHR website, will also be an avenue to access the trainings.

- [Writing Effective Disciplinary Notices](#) **(Now Live!)**
Leaders will learn step-by-step how to write an effective disciplinary notice to include clarity in necessary attachments to support the discipline step.
- [Conducting Workplace Investigations](#) **(Now Live!)**
Leaders will learn how to gather supporting witness statements to include clarity in each step, all the way to the completion of the case.
- [When Should you Conduct a Coaching or Counseling Session](#)
Leaders will learn the difference between a Coaching Session and a Counseling Session. This training will help leaders be proactive in the early stages of documentation.
- [Effective Documentation](#)
Leaders will learn how to effectively document an incident. Key concepts are taught that will ensure personal opinions are excluded from the documentation and there are objective supporting facts.

*If hyperlinks do not take you directly to the trainings, right click on the hyperlink then copy and paste the link into a Chrome browser.

Please click [here](#) for more information on trainings offered by Employee Relations. Lastly, send any questions, regarding this announcement to employeerelations@uams.edu.