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The opinions expressed by the participants of the entrepreneurs are their own. Granted Gone are days of arbitrary - a.sly inappropriate - discipline. Modern employers must pursue consistent and fair disciplinary policies, especially when it comes to terminations, or face rising unemployment costs and/or claims of discrimination. Employers tend to use disciplinary guidelines more often as a basis for handling employee misconduct, such as disobedience. Initial performance flaws, on the other hand, tend to be best addressed with coaching. Understanding the difference between performance deficiencies and misconduct can help you understand what methods to use to handle each type of situation and help you achieve better results. Not to confuse these two, be sure to address performance deficiencies, such as poor performance or low production, through performance management, as these issues reflect the core competencies of your business, and address misconduct with discipline because it jeopardizes the core values of your business. Performance management, counseling and coaching are the preferred methods to address your initial problems with employee performance deficiencies. If the shortcomings continue, however, disciplinary action may need to be taken as well. The first step in addressing employee disciplinary issues is to review your company's disciplinary policy. If you don't have one, it might be a good time to design one. Your company's previous practice of dealing with problems and complaints is very helpful in finding out what might be appropriate for current or future situations. In addition, with a formal policy in place, your company can re-emphasize its values and philosophies regarding employee behavior and behavior. By putting emotions and personality aside, ensuring fair and equal disciplinary policies minimizes problems and boosts office morale. A HR professional can act as an objective third party to help defuse emotional situations, as well as advise on corrective measures that are consistent with your business philosophy, policies and law. As incidents arise, there are questions that need to be answered and decisions that need to be made. The first thing you need to consider is whether the incident is a minor issue, the first offense, or a repeat. First, a minor offence can be handled with an oral warning or a written statement of advice. In addition, hr is a professional or employment lawyer who can both Legal perspective on disciplinary matters should be consulted to determine the best strategy for resolving a situation that may mean a written application of advice, suspension or possibly termination. If and when the time comes for a stay with an employee, you must be supportive and non-unconstitutional, with specific goals and deadlines set out for Situation. It would be nice if a third person was present as a potential witness if the situation led to legal action. Set the dates and times of subsequent meetings and continue the meeting until the matter is resolved. Be sure to provide all relevant documentation to the person or persons who travel to your company. The key to successful employee discipline is: notifying employees of the company's policy, processing each employee in the same documentation, notifying the employee of inappropriate behavior through oral or written counseling with violations properly and in a timely manner, instead of allowing them to escalate into larger issues, your goal is productive, happy staff who will help you succeed. Mary Massad is Hr Product Development Director for Administaff, a leading human resources company that serves as a full-service human resources department for thousands of small and medium-sized businesses across the United States. For more staff information, visit HR PowerHouse, an Administaff-based HR website. Go to the age-by-age content guide to setting limits. Your newborn cries, you take it. He's hungry, you feed him. His diaper is wet, you change it. Of course, you meet all his needs. Childcare is difficult enough; of course you think you don't need to worry about the discipline of your little darling, do you? But soon enough, the child becomes a little wiser, his needs turn into desires, and you find that you have to set a limit or two. How many times do you draw an abandoned pacifier from the floor or smile and carry an overturned bowl of cereal? We know what you're thinking: 1 or 2 years is too young to be punished. Ah, here's the thing. Discipline is not a punishment. It is about training and leadership that can - and should - begin in its infancy at the earliest stages. Setting limits is an important part of your responsibility as a parent, says Claire Lerner, LCSW, director of parenting resources at zero to three, in Washington, D.C. You help your child understand what is right and wrong, follow the rules and cope with disappointment and disappointment. Of course, we all know that a child who is wrong does not do it intentionally. When she pulls on your glasses, she just does her job - exploring the world around her. Children are constantly making comments about the world, says Harvey Karp, MD, author of Happy Kid on the Block (Bantam). She mashes her food to see how it feels. She drops something from a high chair to see how she splashes. So how do we keep her from tearing another pair of glasses without kibosh on her world of discovery? Here's some sanity saving, and, yes, discipline strategy, for newborns up to 2-year-olds. Big Problems: Eating, Sleeping, and Pooping In general, you can't spoil your baby in the first months, months, Says. Babies need to feel safe, and meeting their all needs actually helps them become independent at the end. When they develop a sense of security in their small world, they can go beyond it, knowing that they will not suffer. Dr. Karp puts it in perspective: Keeping it for 18 hours a day may seem like a lot from your point of view, but for a baby that was held 24/7 in the womb, it's still 25 percent rip-off. Big Problems: Capture and Tugging At this stage, you can start differentiating between needs and desires. Your child may want to fall asleep on your shoulder, but he doesn't need it, says Jane Elsen, EdD, co-author of Positive Discipline: The First Three Years (Three Rivers Press). He must learn to fall asleep on his own. Similarly, children of this age are beginning to grasp at everything. It's their way of exploring and learning what their hands can do. The agitated reaction - harsh No or Oy (if he has an earring) - will only make it more interesting for him. Instead, give him your face in poker. When Ellsen's grandson started grabbing her glasses, she just put it down for a few seconds without saying anything. The child can't control their impulses now, but you create the conditions for later. Teeth can also have an effect on behavior. When Sharon Alworth's son started biting while breastfeeding, the first instinct of Florence, Massachusetts, mom was screaming. Instead she pushed the 6-month-old baby's nose close to her body and he let go. It took some time for the bites to stop, but over time he learned that if he wanted a nurse, no biting allowed. Big trouble: Movin' - and get into trouble if you haven't, start child protection of your home - put something poisonous out of reach, set the gate, and cover the socket. But also provide plenty of safe places for your more mobile child to explore. If you keep saying no, you send a message that the world is closed. Leave a closet without a latch filled with wooden spoons and plastic bowls, and put boards and puzzles on the low shelves of the game game game play. If the child gets into trouble, distract and redirect. Say: I know you want to pull the cord, but it'll hurt if it falls. Let's play with your trains, not. Marissa Privilagi of New Hyde Park, New York, changes her voice tone when her 8-month-old baby falls into something she shouldn't. It doesn't always work, but eventually it will get it, Privilegi says. Separating anxiety often crops up at this time as well, which makes for a tenacious child. Encourage her to occupy herself. If she starts screaming when you disappear to do the laundry, don't immediately run back, which signals to her that there really is something to get upset about. Instead her voice. Tell her: Mom is in the laundry room; It is ok. Big problems: Discovering vocal abilities such as squealing squealing Whining If you thought your baby had a good set of lungs, just wait until he's a toddler. It can be cute when he screams at home, but it doesn't fit in a church or in a crowded restaurant. To keep your sanity intact, remember that your child is not trying to ruin your lunch; he's just testing his vocal cords. Don't give in to wanting to scream - or giggle, because sometimes it's funny when he screams in church. It just threw his balls. Instead, tell him in simple words what you expect: We speak in a low voice when we are in the restaurant. Bring quiet toys and books to take his attention. If he can't stop screaming, take your order to go. Children of this age don't have the self-control to discourage behavior like this, Lerner says. Just keep explaining the rules, and between the ages of 2 1/2 and 3, he will begin to understand them and be better able to act on them. To put an end to the whining of my 18-month-old son Harrison, Hillary Landau of Briarcliff, New York, I would say, What do you get when whining? Tzippo hippo! This broke the tension and made him smile, plus he made it clear that Nagging would get his postal! Big problems: Autonomy and Rebellion Kids have a real explosion of language at this age, but because they still can't articulate their feelings, they often get upset, says Aditee Narayan, MD, MPH, pediatrician at Duke University Medical Center, in Durham, North Carolina. Offer help. Or your mouth. If she throws a tantrum because she can't reach her Elmo blanket, put words to her senses: You have to feel frustrated because you can't reach your Elmo blankie. Let's see if we can get it for you. Strikes and bites can also occur now - again, as a result of frustration. If your child is bitten by someone, immediately remove her from the situation by saying, Don't bite; that hurts. To prevent future incidents, look for patterns: Does your child bite at certain times of day? Did she hit when she was upset? When your child starts acting rebellious, distraction is key. My 2-year-old always wanted to fasten his own seat belt - an exercise in desperation for me. My brilliant solution: singing! So we fasten the seat belt, fasten the seat belt, fasten the seat belt. Ethan is so fascinated by my melodic voice that now he asks me to sing every time we get in the car, and he lets me buckle it up. If distraction fails, capitalize on your toddler's love of pretending. When your son won't pick up his toys, use your best bear voice and say, oh, Tommy, will you help carry a cleaning set of trains? He doesn't know where. Goes! Whatever you do, go on. One thing is constant with kids: They always change. What's wrong with Little Swat? Some parents think it is normal to hit a child on the arm or on the bottom. In the end, a lot of us got whipped up and we ended up just fine, didn't we? No No. Just like that, experts say. First, as your child grows, this little matchmaker will not stop him, and your aggression will only escalate. Also, children learn by imitating us, so if you click, they will come to find out that punch is an acceptable way to deal with disappointment. Finally, blows don't really teach anything. Sure, your child can listen, but it's out of shock and fear. Instead, you want it to develop an inner sense of right and wrong, and the punches just don't teach it. The © 2008. Used with permission from American Baby magazine for March 2008. All content on this website, including medical reports and any other health-related information, is informational only and should not be treated as a specific diagnosis or treatment plan for any individual situation. The use of this site and the information contained in the present does not create a doctor-patient relationship. Always seek direct advice from your own doctor for any questions or questions you may have regarding your own health or other people's health. © copyright. All rights are reserved. Printed with link to an external site that may or may not comply with accessibility guidelines. 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