

CORRECTING PERFORMANCE PROBLEMS

DAYS OF TRAINING: 1

PREREQUISITES: None

IDENTIFYING PERFORMANCE PROBLEMS

Attendance problems
Achievement problems
Conduct problems

INVESTIGATING PERFORMANCE PROBLEMS

General guidelines
Performance issues

PROVIDING FEEDBACK TO EMPLOYEES

Addressing performance problems
Conducting feedback sessions

ADDRESSING BEHAVIORAL PROBLEMS

Impact of problem behavior
Responding to employee reactions

DISCIPLINING EMPLOYEES

Preparing to discipline the employee
Conducting a disciplinary meeting
Follow-up with the employee

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