1. Discipline problems can be lessened by creating an environment of

2. When you find that constructive feedback isn’t working, you may want to move toward

   before using reprimands.

---

**8+ IMPORTANT STEPS TO CORRECTIVE COUNSELING**

1. Discuss in

2. Review the

3. Identify what needs to improve-behavior/actions/performances?

4. Get regarding the problem; be sure to allow time for the employee to express his/her side.

5. Discuss and agree on to be taken.

6. Be clear about and have the employee summarize.

7. Set times for .
8. The discussion.

9. The discussion.

10. Acknowledge and !

Circle the tip above that you could use more effectively when using corrective counseling...

21 Possible Causes for Poor Performance (A checklist for your review)

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</table>

When all else fails… Effective Reprimands

1. Reprimand and .

2. Be .

3. desired behavior.

4. Minimize any .

5. Be .

6. Be .

7. Use a voice.
8. Say what you_________________________ and mean what you say.

9. Reprimand poor ____________________________, not the person.

10. Identify what needs to ________________ or improve – behavior/actions/performance?

11. Allow the employee to tell you what they will do to ____________________________.

12. Discuss and agree on ____________________________ to be taken.

13. Be clear about ____________________________ and have the employee summarize.

14. Set times for ____________________________.

15. ____________________________ the discussion.

16. ____________________________.

What specific issues do I struggle with in the areas of praising, coaching (constructive feedback), corrective counseling, and giving reprimands?

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What will I do differently in the areas of...

Praising ________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Coaching (constructive feedback) __________________________________________

__________________________________________________________________________

__________________________________________________________________________

Corrective counseling ________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Giving reprimands ________________________________________________

__________________________________________________________________________

__________________________________________________________________________