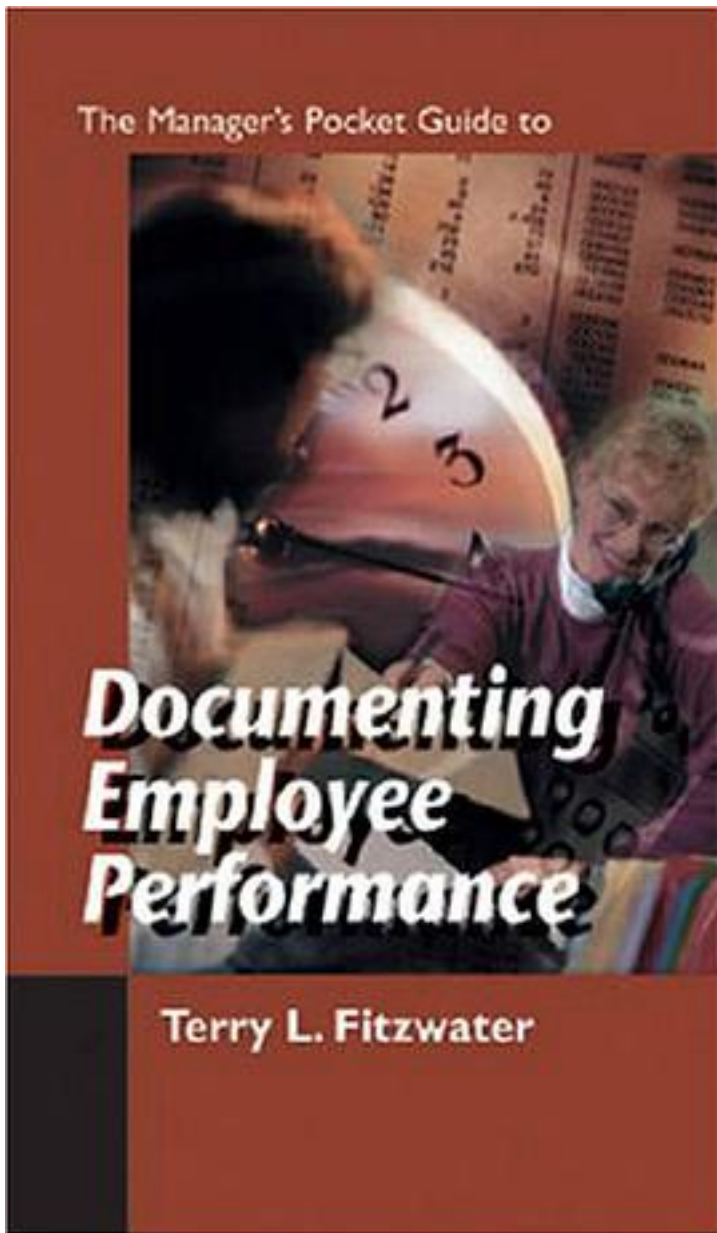


# The Managers Pocket Guide to Documenting Employee Performance



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This step-by-step guide will help you document and change unwanted work behaviors before they become issues leading to termination. It is presented in a format that is easy to understand and apply. The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation. Includes information on A four-step progressive discipline process and how to apply it

Clarifying gaps in execution vs. gaps in knowledge

Self-discipline through PEP (Performance Enhancement Plan)

Clarifying position expectations to meet expected deliverables

Behavior modification through corrective, not punitive action

Development of a coaching leadership style

Performance process to isolate factors for improvement

A process for documenting performance issues

A look at the legal framework surrounding discipline

Pitfalls of the discipline process and how to avoid them

作者介绍:

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