

**A Manager's Guide to
Addressing Performance, Conduct
and Discipline Challenges**

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101 TOUGH CONVERSATIONS TO HAVE WITH EMPLOYEES

SECOND EDITION

PAUL FALCONE

*Author of 2600 Phrases for Effective
Performance Reviews and 101 Sample
Write-Ups for Documenting Employee
Performance Problems*

101 Tough Conversations To Have With Employees A Managers To Addressing Performance Conduct And Discipline Challenges

Dr. Louise Leenen



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101 Tough Conversations to Have with Employees Paul Falcone, 2009-04-30 Inappropriate attire lateness sexually offensive behavior not to mention productivity and communication issues these are just a few of the uncomfortable topics bosses must sometimes discuss with their employees With years of experience as the VP of employee relations at major entertainment companies author Paul Falcone offers unique insight into the tools and skills required for managers to address some of the most common as well as the most serious employee problems they are likely to encounter Falcone's book *101 Tough Conversations to Have with Employees* equips managers to facilitate clear direct interactions with their employees by offering realistic sample dialogues managers can use to sidestep potential awkwardness Covering everything from substandard performance reviews to personal hygiene to termination meetings this handy guide helps managers treat their people with dignity focusing not just on what to say but also on how to say it With a plethora of proven realistic techniques managers will learn how to protect themselves and their organizations and get the very best from their people **101**

Tough Conversations to Have with Employees, 2017 **75 Ways for Managers to Hire, Develop, and Keep Great Employees** Paul Falcone, 2016-06-14 Products and services will change with demand but one thing that will always be required for a company's success is having the right people working hard for you As a manager are you cultivating this vital resource Is there more you could be doing In this accessible and practical playbook HR expert and author Paul Falcone helps take the guesswork out of this crucial element for success In *75 Ways for Managers to Hire Develop and Keep Great Employees* Falcone shows managers how to Identify the best and brightest talent Hire for organizational compatibility Address uncomfortable workplace situations Create an environment that motivates Retain restless top performers Delegate in a way that develops your staff Every HR executive has a laundry list of things they wish managers knew best practices that would enable the entire organization to operate more effectively Falcone's book *75 Ways for Managers to Hire Develop and Keep Great Employees* has encapsulated all of this for you in a single indispensable resource [101 Sample Write-Ups for Documenting Employee Performance Problems](#) Paul Falcone, 2017-07-12 Whether you're addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say In *101 Sample Write Ups for Documenting Employee Performance Problems* Falcone includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of

employee rebuttal it's easy to see why this guide makes life for managers and HR personnel significantly easier when it comes to addressing employee performance issues

The Stay Interview Richard Finnegan, 2015-03-18 Of all the obstacles and surprises managers know are heading their way each day the one they least anticipate and prepare for is the resignation of a seemingly happy and extremely valued employee It's the cement truck they never saw coming their way but they could have This invaluable resource introduces managers to a powerful new engagement and retention tool that they absolutely must begin utilizing ASAP the stay interview Smart companies and managers who have realized the importance of being proactive with their employees and not taking anything for granted have begun conducting these periodic reviews in order to discover why their important talent might leave and to solve any problems before they actually quit Written by the retention expert who pioneered the process The Stay Interview shows managers how to Prepare for the stay interview Anticipate an employee's top issues Respond to difficult questions Listen effectively and dig deeper Craft a detailed and effective stay plan complete with timeline Assess each employee's level of engagement predict potential exits and communicate results to upper management When you have the right people in place you can't risk losing them Complete with the five best questions to ask and sample scripts for different situations The Stay Interview provides the key to saving yourself unnecessary headaches and surprises

The Essential Academic Dean or Provost Jeffrey L. Buller, 2015-09-04 The go to reference for academic leaders seeking practical answers to everyday challenges The Essential Academic Dean or Provost explains the how of academic leadership providing a practical comprehensive reality based reference for almost any problem challenge or opportunity This updated second edition includes new chapters on the difference between leadership and management in higher education leadership in politically charged environments effective strategies for making decisions and working with associate deans or provosts plus new case studies new research and ten additional chapters available on the companion website Each topic deals concisely with the most important information deans and provosts need when faced with a particular situation providing both a comprehensive guide to academic leadership as well as a ready reference to be consulted as needed The role of a dean or provost at a modern university is extremely complex involving budgeting community relations personnel decisions management of a large enterprise fundraising and guiding a school college or entire institution toward a compelling vision of the future The details academic leaders have to deal with are numerous and critical and every little thing matters This invaluable guide provides the answers you need when you need them and gives you framework for successfully navigating your job's many competing demands Build support for a shared vision of the future Interact effectively with different internal and external constituencies Learn decision making techniques specific to the academic environment Set supervise and implement a budget that allows your programs to flourish Academic leaders need a handy focused reference that provides authoritative answers to the many issues and questions that arise every day With proven solutions to a multitude of challenges The Essential Academic Dean or Provost shows academic leaders what they

need to know in order to successfully guide their institutions into the future *96 Great Interview Questions to Ask Before You Hire* Paul Falcone,2018-03-14 Why do so many promising job candidates turn out to be disappointing employees Learn how to consistently hire the right people at the right time for the right roles Every manager and human resources department has experienced a candidate whom they viewed as promising individuals full of potential turning out to be underwhelming employees Employment expert Paul Falcone supplies the tools you need to land top talent What is the applicant's motivation for changing jobs Do they consistently show initiative The third edition of this practical guide book is packed with interview questions to possibly ask candidates each designed to reveal the real person sitting across the table In *96 Great Interview Questions to Ask Before You Hire* Falcone shares strategic questions that uncover the qualities and key criteria you seek in your next hire including Achievement anchored questions Questions that gauge likeability and fit Pressure cooker questions Holistic questions that invite self assessment Questions tailored to sales mid level or senior management positions Complete with guidelines for analyzing answers asking follow up questions checking references and making winning offers *96 Great Interview Questions to Ask Before You Hire* covers the interviewing and hiring process from beginning to end leaving no stone unturned Received Wisdom, Kernels of Truth, and Boundary Daniel J. Svyantek,Kevin T. Mahoney,2013-03-01 This volume of the Research in Organizational Sciences is entitled *Received Wisdom Kernels of Truth and Boundary Conditions in Organizational Studies* Received wisdom is knowledge imparted to people by others and is based on authority and tenacity as sources of human knowledge Authority refers to the acceptance of knowledge as truth because of the position and credibility of the knowledge source Tenacity refers to the continued presentation of a particular bit of information by a source until this bit of information is accepted as true by receivers The problem for organizational studies however is that this received wisdom often becomes unquestioned assumptions which guide interpretation of the world and decisions made about the world Received wisdom therefore may lead to organizational practices which provide little or no benefit to the organization and potentially negative organizational effects because this received wisdom is no longer valid The 14 papers in this volume all in some way strive to question received wisdom and present alternatives which expand our understanding of organizational behavior in some way The chapters in this volume each strive to present new ways of understanding organizational constructs and in so doing reveal how received wisdom has often led to confirmation bias in organizational science The knowledge that some perceived truths are actually the products of received wisdom and do not stand up to close scrutiny shakes up things within research areas previously thought settled allowing new perspectives on organizational science to emerge *ICCWS 2018 13th International Conference on Cyber Warfare and Security* Dr. Louise Leenen,2018-03-08 These proceedings represent the work of researchers participating in the 13th International Conference on Cyber Warfare and Security ICCWS 2018 which is being hosted this year by the National Defense University in Washington DC USA on 8 9 March 2018 Raise Your Team's Employee Engagement Score Richard Finnegan,2017-10-17

An enthusiastic workforce translates into higher productivity and profitability with less turnover and absenteeism Fully committed workers will give their all every day and it s your job to make that happen Employee engagement matters in a company That is indisputable And love it or hate it still the best way to calculate just how engaged your company s employees are is the under utilized employee engagement survey But this shouldn t just be busy work nor should it be underestimated how important these scores are in predicting your company s success In *Raise Your Team s Employee Engagement Score* a practical researched based playbook that s applicable to any type of business with staff retention expert Richard Finnegan reveals and discusses in depth the keys to increasing employee engagement Building trust with your team Implementing stay interviews Developing an employee value proposition Hiring employees are self motivate Measuring progress and forecasting future engagement If you want to see real results in raising your employee engagement survey scores at no cost begin implementing the proven techniques in this book now [High-Impact Interview Questions](#) Victoria Hoevenmeyer,2017-10-15 When most prospective hires come well prepared for interview questions we all expect how do you distinguish their answers from any other applicant With this book by your side you will no longer have to do your best guess work on what answers are genuine which are rehearsed and which will end up not reflecting the employee in the least This invaluable resource shows you how to dig deeper using competency based behavioral interviewing methods to uncover truly relevant and useful information Complete with advice on evaluating answers and assessing cultural fit the second edition of *High Impact Interview Questions* features dozens of all new questions designed to gauge accountability assertiveness attention to detail judgment follow through risk taking and more When the candidate is asked to describe specific job related situations you will gain a clearer picture of past behaviors and more accurately predict future performance By the end of an interview the real person behind the r sum will be revealed and you will be able to make an offer based on accurate findings not hopeful hunches *The Department Chair* Christopher J. Jochum,2021-12-15 While serving as a department chair can be one of the most rewarding leadership positions in higher education it is also one for which most people are not adequately prepared Given the significance of this position and its impact on students faculty and staff this book provides a practical approach to leadership based upon the notion that the best way to improve organizations and the lives of those within them is by improving their leaders As a result readers will first be challenged to identify their true intentions for leading as a department chair which means acknowledging that what makes one a successful faculty member does not by itself equate to being an effective leader In addition readers will learn how to establish a healthy culture the importance of hiring how to courageously address conflict the value of mentoring and developing others along with the significance of effectively leading students In addition readers will learn about crisis leadership and how to effectively assess if and when it s time to move on from the chair position **Nutrition Counseling and Education Skills for Dietetics Professionals** Betsy Holli,2012-12-17 The text covers communications counseling interviewing motivating clients delivering oral presentations

and using media in presentations Communication is basic to the relationship that the Registered Dietitian RD professional has with their clients The Academy of Nutrition and Dietetics recognizes the importance of communication skills for practitioners to promote health disease prevention and treatment Providing people with information on what to eat is not enough the RD must also promote and facilitate behavior changes to more healthful food choices The text incorporates the Nutrition Care Process NCP and model including four steps of nutrition assessment nutrition diagnosis using PES statement Problem Etiology and Signs Symptoms nutrition intervention and nutrition monitoring and evaluation The PES statements are the most critical in that the Academy of Nutrition and Dietetics has been stressing this as an essential component of their standards and requirements The text uses activities case studies self assessment questions web references and graphics to engage the student and drive the content home **Library Journal** ,2009 **Managing in the Middle** Robert

Farrell,Kenneth Schlesinger,2013 Fully a third of all library supervisors are managing in the middle reporting to top level managers while managing teams of peers or paraprofessional staff in some capacity This practical handbook is here to assist middle managers navigate their way through the challenges of multitasking and continual gear shifting The broad range of contributors from academic and public libraries in this volume help librarians face personal and professional challenges by Linking theoretical ideas about mid level management to real world situations Presenting ways to sharpen crucial skills such as communication productivity delegation and performance management Offering specific advice on everything from supervision to surviving layoffsBeing a middle manager can be a difficult job but the range of perspectives in this book offer strategies and tips to make it easier *Commerce Business Daily* ,2001-07 [Resources in Education](#) ,1988 **Current**

Index to Journals in Education ,1999 **101 Sample Write-Ups for Documenting Employee Performance Problems**

Paul Falcone,2010-03-24 Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues **101 Sample Write-Ups for Documenting Employee Performance Problems** Paul

Falcone,2010-03-24 A complete tool kit for handling disciplinary problems in a fair responsible and legally defensible way

There's no escaping problem employees. But with 101 prewritten disciplinary write-ups at a manager's fingertips, there is a way to escape the headaches, anxiety, and potential legal trouble of performance review or counseling sessions. Completely updated and covering the latest developments in employment law, the second edition of *101 Sample Write-Ups for Documenting Employee Performance Problems* explains the disciplinary process from beginning to end and provides ready-to-use model documents in print and on disk that eliminate the stress and second-guessing about what to do and say. Expertly written, the write-ups cover every kind of problem: substandard work quality, absenteeism, insubordination, e-mail misuse, sexual harassment, drug or alcohol abuse, and more. Readers will also find new information on laying the groundwork for a tidy dismissal, tying progressive discipline to annual performance reviews, formally addressing intermittent FMLA abuse, ways to avoid drafting documentation that could later be used against their company, and much more. There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem, but this one-of-a-kind guide helps managers handle any scenario fairly, constructively, and most importantly, legally.

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