

Employee Counseling Form

Basic Information			
Employee Name Jen Doe	Job Title/Department Call centre operator	Employer Multi Banks inc.	Manager/Supervisor Name Alice Strong
Incident Date/Time 11.02.2022	Date of Counseling 11.04.2022	Names of Others Present at Session Jane White, employee relations counselor	
Counseling Information			
Reason for Counseling			
<input checked="" type="checkbox"/> Tardiness or Absences <input type="checkbox"/> Job Performance <input type="checkbox"/> Failed to Report to Work		<input type="checkbox"/> Behaviour <input type="checkbox"/> Safety Violation <input type="checkbox"/> Other:	
		<input type="checkbox"/> Inappropriate Conduct <input type="checkbox"/> Violence	
Description of Workplace Issue			
<p>11.02.2022- Jen got to work at 9.30am, meaning other staff members had to try to cover her station as well as their own, and an urgent phone call was missed as a result. Her manager states this has been a recurring problem for which she has been repeatedly verbally cautioned on.</p>			
Summary of Corrective Plan of Action			
<p>Jen has already taken the initiative and apologized to the staff member and their team who missed an urgent call as a result of trying to cover her shift.</p> <p>We will assess Jen's progress with arriving at work on time for the next two weeks and evaluate whether further corrective action is required.</p>			
Employee Statement			
<p>I had thought being a bit late wouldn't cause any bad effects for the company, but I can now see how others were impacted.</p> <p>I feel confident I can resolve this issue and be on-time for my shifts in future without any further action needing to be taken.</p>			
Follow-Up Date: 12/6/22			
Employee Signature 	Date 11/04/2022	Manager/Supervisor Signature 	Date 11/04/2022
Witness Signature 	Date 11/04/2022	HR Received  KS	Date 11/11/2022

Sample Template Employee Counseling

Paul Falcone



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101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone, 2010-03-24 Whether you are 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 is 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

Equal Employment Opportunity Counseling United States Civil Service Commission, 1973 *Vocational Counseling and Employee Selection* Holmes Whittier Merton, 1920 *Physical Therapy Management* Ronald W. Scott, Christopher Petrosino, 2008-01-01 Discover what it takes to succeed in the real world of physical therapy practice where you will rely not only on your clinical skills but on management skills such as budgeting recruiting professional development and limiting your risk of liability Expert authors Ron Scott and Christopher Petrosino guide you through the essentials of practice management to help you understand and master these skills and more You will find ideas for marketing your practice as well as advice and information on negotiation and dispute resolution human resources management quality and risk management legal and ethical issues and fiscal management Specific case examples from the authors own experiences illustrate important points throughout the book Well known author Ron Scott draws from his unique experiences as a physical therapist clinical manager MBA and health law attorney to provide a uniquely comprehensive and insightful overview of physical therapy practice management An emphasis on human resources people management offers effective strategies for recruiting selecting and retaining the best clinicians and support professionals in this increasingly competitive field Case examples based on the authors own experiences bring concepts to life Engaging exercises including group discussions role playing scenarios and short answer help you strengthen your critical thinking skills Current terminology from the APTA Guide to Physical Therapist Practice 2nd Edition is used throughout *Assessment in Rehabilitation and Mental Health Counseling* Fong Chan, 2019-07-23 This graduate level text on rehabilitation and mental health counseling disseminates foundational knowledge of assessment principles and processes with a focus on clinical application Written by recognized leaders in rehabilitation and mental health it is the only book to use the World Health Organization's International Classification of Functioning Disability and Health ICF framework to integrate

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Employee Problem Prevention and Counseling Donald W. Myers,1985 From recognition to treatment to prevention this outstanding guide offers techniques and programs specifically tailored to assist the alcoholic the gambler the emotionally disturbed and the maritally legally or financially distressed among others In addition experts also show how to establish programs in retirement planning leisure counseling wellness career planning dual career counseling and outplacement counseling Providing realistic and practical assistance they show precisely how to incorporate employee counseling and assistance into strategic management planning and identify potential legal and risk problems created by employees in need

AIDS in the Workplace William F. Banta,1993-01-01 Provides both employers and employee representatives with up to date and comprehensive information on the medical legal and ethical issues concerning AIDS in the workplace This edition has been updated and expanded and includes two new chapters on AIDS and the health care industry **Record Keeping**

in Psychotherapy and Counseling Ellen T. Luepker,2012-04-27 Record Keeping in Psychotherapy and Counseling provides an essential framework for understanding record keeping within legal ethical supervisory and clinical contexts Compelling case examples identify dilemmas and strategies in protecting confidentiality More than a simple reference book this text introduces the concept of using records as therapeutic tools to strengthen the therapeutic relationship and facilitate clinical supervision Appendices and an accompanying CD offer sample forms A reader friendly style makes this new edition appropriate for undergraduate and graduate students New material on electronic records the impact of electronic communication and practitioners experiences with implementing the Health Insurance Portability and Accountability Act bring this book up to date Everyone from students to seasoned practitioners will continue to rely on it for protecting themselves their patients and their trainees **Focus on Federal Employee Health and Assistance Programs** ,1994

Management Basics a to Z Douglas J. West,2012-11-05 Youll never find a book that can provide specific solutions to

every managerial problem but you can prepare yourself by reading *Management Basics A to Z* In this guidebook a longtime manager who rose up the ranks of the Pepsi Cola Albany Bottling Co and other companies shares practical advice for aspiring managers entry level managers and others who've had little or no formal training in the art of management No matter what size company you work for the advice and strategies in this easy to read reference will help you focus on your primary responsibilities hire and fire the right people keep your boss happy read financial statements excel at customer service As a new manager it's critical that you avoid mistakes exude confidence and recognize that whoever gave you a chance to manage believes in your ability That person made it up the corporate ladder and you can too and it starts with learning basic management principles concepts and philosophies

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Christine Boisvert Dexter, 1987 **Leading & Managing Occupational Therapy Services** Brend Braveman, 2016-02-19

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OSHA Compliance Management Elsie Tai, 2000-12-21 Designed specifically for the needs preferences and styles distinct to long term care this OSHA Compliance Management A Guide for Long Term Health Care Facilities serves as an excellent working reference It focuses on priorities and provides you with the background and tools vital to achieving OSHA compliance and inspection preparedness In this user friendly practical hands on manual you get Inspection preparedness briefing materials that provide you with last minute advice and activities Real life scenarios offering hands on practical advice and directions to minimize liability Comprehensive policies with built in flexibility for designing mandatory practices to best fit your organization's needs Summary discussions give you a quick concise overview of all the issues covered including historical significance current developments and cautionary notes Long term care documentation recordkeeping and management tools for streamlining activities and maximizing necessary expended efforts Step by step instructions for conducting and documenting specific types of assessments and information necessary for strategic decision and policy making Flow charts tables and other materials containing long term care specific statistics and decision tree processes Streamline your organization's processes save time and money avoid liability and improve safety management and performance OSHA Compliance Management A Guide for Long Term Health Care Facilities gives you a headstart in achieving OSHA compliance and being prepared for OSHA inspections

School Counseling Practicum and Internship Helen S. Hamlet, 2016-10-28 School Counseling Practicum and Internship 30 Essential Lessons combines crucial counselor knowledge with the experience of experts in the field into one practical guide for addressing the real world of school counseling Drawing on more than a decade of teaching author Helen S

Hamlet PhD presents a collection of lessons and techniques that includes forms websites activities and current information focusing on a range of challenging issues This unique text is a resource that practicum and internship students counselor educators and practicing school counselors will keep and refer to for years to come **Personnel Methods Series** ,1961

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