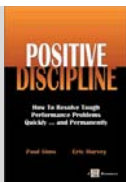


Performance Problem Discussion Preparation Checklist

- Identify the DESIRED and ACTUAL performance in specific, behavioral terms. *Write them down.*
- Determine the negative IMPACT of the problem – the ways others are affected – in specific terms. *Write them down.*
- Identify the realistic CONSEQUENCES the employee will face if the problem is not resolved. *Write them down.*
- Check “past practices.” Have similar problems occurred elsewhere in the organization? How were they handled?
- Determine what type of discussion is appropriate: Coaching? Counseling? Formal Discipline?
- Seek counsel and obtain necessary approvals if formal discipline is involved.



This Solution Finder comes from **Positive Discipline.**

For more information on this and other high-impact WALK THE TALK resources, please visit www.walkthetalk.com.