

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"/> Behaviour	<input type="checkbox"/> Inappropriate Conduct
<input type="checkbox"/> Job Performance		<input type="checkbox"/> Safety Violation	<input type="checkbox"/> Violence
<input type="checkbox"/> Failed to Report to Work		<input type="checkbox"/> Other:	
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 <input checked="" type="checkbox"/> KS	Date 11/11/2022

Employee Counseling Notes Template

Ensheng Dong



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Decisions and Orders of the National Labor Relations Board, Volume 348 August 31, 2006 through December 29, 2006 ,
Covers Board decisions and orders issued from August 31 2006 through December 29 2006 *Introduction to Clinical
Mental Health Counseling* Joshua C. Watson, Michael K. Schmit, 2019-01-23 Introduction to Clinical Mental Health Counseling
presents a broad overview of the field of clinical mental health and provides students with the knowledge and skills to
successfully put theory into practice in real world settings Drawing from their experience as clinicians authors Joshua C
Watson and Michael K Schmit cover the foundations of clinical mental health counseling along with current issues trends and
population specific considerations The text introduces students to emerging paradigms in the field such as mindfulness
behavioral medicine neuroscience recovery oriented care provider care person centered treatment planning and holistic
wellness while emphasizing the importance of selecting evidence based practices appropriate for specific clients issues and
settings Aligned with 2016 CACREP Standards and offering practical activities and case examples the text will prepare future
counselors for the realities of clinical practice *Counseling Employees* Daya Singh Sandhu, 2002 This book is divided into
five major sections that focus on the various perspectives needs and concerns of employees in the workplace Chapters
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M Longwell Grice and 21 Evaluating Employee Assistance Programs R M Longwell Grice and D S Sandhu Includes an index

as well as references at the end of each chapter GCP **Notes & Quotes**, 1939 Investigating Sexual Harassment in Law Enforcement and Nontraditional Fields for Women Penny Harrington, Kimberly Ann Lonsway, 2007 For courses in Police and Society Sexual Harassment Domestic Violence Domestic Crimes Employment Law Gender Studies Women's Studies Contemporary Issues in Policing and Police Community Relations in CJ Drawing from empirical research and years of practical experience this new text provides guidance on how to investigate sexual harassment in policing firefighting Written for practitioners by professionals in the field of law enforcement victim advocacy this text takes a conversational tone through the investigative processes of sexual harassment complaints With sexual harassment law often changing this text gives a current look at timely topics The text addresses a wide range of issues including proactive measures like prevention and training retaining a positive tone on issues of sensitive nature *Health Trends*, 1987 Resources in Education, 1992

Fair Employment Practice Cases, 2006 With case table *California Labor & Employment Law Quarterly*, 1999

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