



Employee Performance Handbook, The: Smart Strategies for Coaching Employees (Progressive Discipline Handbook)

Margaret Mader Clark, Lisa Guerin J.D.

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Everything you need to coach employees and get troubled performers back on track

Confronting employees about poor performance is an ordeal dreaded by managers and HR pros everywhere. The possibility of emotional outbursts?and the specter of a lawsuit?leave many would-be disciplinarians at a loss.

The Employee Performance Handbook is a complete how-to guide for employee discipline. Packed with practical and legal advice, this book offers smart strategies that will help you improve employee performance and avoid legal trouble. You'll learn how to:

- identify problems early on
- decide when discipline is necessary
- choose the right response to a problem
- engage employees in improving performance
- collaborate with employees to come up with solutions
- fire employees when necessary
- protect against wrongful termination lawsuits

With Downloadable Forms

You can download sample policies, sample forms, checklists, skills-building exercises, and more, at nolo.com (details inside).

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