

# Employee Counseling Form

Counseling Date: \_\_\_\_\_

Employee's Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Worksite Employer: \_\_\_\_\_

Location: \_\_\_\_\_

**This Counseling is being issued because of the following (Select all that apply):**

\_\_\_\_ Attendance      \_\_\_\_ Behavior/Teamwork      \_\_\_\_ Inappropriate Conduct  
\_\_\_\_ Inappropriate Dress      \_\_\_\_ Safety Violation      \_\_\_\_ Sleeping on the Job  
\_\_\_\_ Substandard Work      \_\_\_\_ Violence      \_\_\_\_ Other \_\_\_\_\_

Incident Date: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

**Describe the nature of the incident (If applicable):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Witness(es):**

\_\_\_\_\_

**Corrective Action:**

\_\_\_\_\_  
\_\_\_\_\_

**Employee Comments:**

\_\_\_\_\_  
\_\_\_\_\_

This form is intended to help direct the employee onto a successful path in the work place. It is important to make immediate and sustained improvement and the failure to do so could result in further disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# Employee Counselling Form Template

**IM Harris**



## **Employee Counselling Form Template:**

**Employee Well-being Support** Andrew Kinder, Rick Hughes, Cary L. Cooper, 2008-04-30 Employees have a set of needs as part of the psychological contract of employment. However, organizations operate for a reason and they too have agendas and needs. It is how the two come together that determines the capacity for good human relations and optimum productivity. Employee Well-being Support is an edited collection of expert contributions that explores all key issues in this increasingly critical area.

**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.

**What is Counselling and Psychotherapy?** Norman Claringbull, 2010-01-06 Written specifically for students on counselling and psychotherapy courses, this book gives an overview of the profession from its early beginnings in psychotherapy and psychoanalysis through the development of the different schools and approaches of talking therapies, including psychodynamic, cognitive-behavioural, and person-centred approaches. Working within various sectors such as the commercial, educational, and public is also considered and discussed. The author concludes the book by looking at where counselling and psychotherapy is heading in the future.

**Leadership and Management: Theory and Practice** Kris Cole, 2018-09-01 *Leadership Management Theory Practice* by Kris Cole focuses on comprehensive coverage of the core management units within the Diploma of Leadership and Management BSB51915 and Certificate IV in Leadership and Management BSB42015. This market-leading textbook provides students with rigorous information while balancing the key topics with a practical approach through real-life case studies, examples, and problem-solving techniques. It uses everyday business terms and language, putting management in a context that makes it easy to understand for all types of learners. *Leadership Management Theory Practice* enables students to strengthen skills in areas such as managing poor performance, being more directive, and solving problems permanently. It is noted for its application across industry sectors and different types of business.

**Cambridge English for Human Resources Student's Book with Audio CDs (2)** George Sandford, 2011-07-14 Summary: *Cambridge English for Human*

Resources covers a wide range of topics of concern to human resources and personnel development from understanding the essentials of resourcing and outsourcing through to strategic HR The ten standalone units allow learners to focus on the areas of HR and Personnel Development most important to them As well as teaching the specialist vocabulary and theory of HR the course also develops job specific skills such as coaching designing and implementing appraisal systems managing conflict and others Cambridge website viewed 1st Sept 2011 The Psychologist ,1995 **Working Mother** ,2002-10 The magazine that helps career moms balance their personal and professional lives *The Use Of Counselling Skills In The Emergency Services* Hetherington, Angela,2001-04-01 This book examines the use of counselling skills in the unique working environment of the emergency services It looks at the stress and trauma of emergency service work and draws extensively on the first hand experiences of personnel Unlocking Human Resource Management Margaret Inman,Nuala O'Sullivan,Adrian Murton,2014-01-03 Unlocking Business is a new kind of textbook for business students in their first and second year of a degree Unlocking Human Resource Management provides the following benefits Strict coverage of key knowledge concepts and ideas keeping the title lean and focused and allowing students to find what they want without having to plough through thousands of pages Carefully written for the learner case studies exercises and seminar ideas are woven into the text to help students learn as quickly as possible and to retain that knowledge in the most time efficient way Encourages good practice such as complete referencing and suggested wider reading to help those who wish to obtain the best possible degree classification Useful web resources include further case studies revision summaries and interactive multiple choice quizzes at [www.routledge.com/cw/inman](http://www.routledge.com/cw/inman) A cost effective way to prepare students for their studies

**Managing Best Practice** ,1999 □□□□□□□□□□3□ □□□,□□□,2023-05-01 **Centrifugal Disasters** Jacquleen Joseph,Surinder Jaswal,2023-09-28 This book focuses on centrifugal disasters that impact a group of seemingly unconnected people congregated temporarily often by chance unlike centripetal disasters that strike an extant community of people In India as well as in South Asia centrifugal disasters have increased significantly in the last few decades however the research remains limited as such incidents are often categorized as accidents The book documents three such major disaster events the 26 11 terror attacks and the 13 7 blasts in Mumbai and the hospital fire in Kolkata and analyzes the lived and felt experiences of the survivors and their families Drawing on the authors experience of working with survivors first responders police health workers as well as policymakers the book suggests a model of disaster intervention that bridges academia and praxis expertise Besides providing a rights framework for disaster interventions it also explores the moral and ethical considerations around disaster interventions This important book will be of interest to students and practitioners of disaster management including first responders and those working in public management risk management hazards and disasters emergency response terrorism and political violence It will also be useful to mental health professionals social workers psychologists civil society organizations as well as bureaucrats and policymakers **Current Index to Journals in**

**Education** ,1999-04      *The Politics of Adoption* Kerry O'Halloran,2008-12-01 Adoption has always had a political dimension Its use to achieve political ends has been evident throughout history and in many different cultures In Roman times an emperor would adopt a successful general to 1 continue his rule In Ireland under the Brehon Laws the reciprocal placements of 2 children between clans was an accepted means of cementing mutual allegiances In Japan the adoption of non relatives was traditionally seen as a means of allying 3 with the fortunes of the ruling family The willingness of governments to use adoption as a political strategy was apparent for example in Australia where it was used to 4 further the assimilation of indigenous people It is now present in the phenomenon of intercountry adoption where the flow of children particularly in the aftermath of war is often politics by proxy Adoption can be profoundly affected by politics as demonstrated by the decision of the Chinese government to advocate one child families which resulted in very many Chinese girls being relinquished for adoption abroad as their parents exercised a preference for a male child Again as in Korea in the recent past c rently in some South American countries and in those states of eastern Europe newly emerged from under the blanket of totalitarianism governments can and do facilitate an outward flow of children for reasons of economic and political 5 expediency

*Dissertation Abstracts International* ,2004      **Index to Theses with Abstracts Accepted for Higher Degrees by the Universities of Great Britain and Ireland and the Council for National Academic Awards** ,2007      *Management Information Systems for Employee Counseling Programs* Sheila H. Akabas,Rebecca Donovan,1983      **Employee Counseling Programs** Catherine McCreight Sheen,1978      **Workplace Counselling** Michael Carroll,1996-06-27 An invaluable resource book for anyone counsellors EAP providers and companies involved in workplace counselling Helpful and informative it is set to become a classic text in its field Counselling and Psychotherapy The Journal of the British Association for Counselling and Psychotherapy Accessible and meaningful a valuable contribution to the growing body of literature on counselling in specific contexts and Michael Carroll is to be congratulated for his skill in pulling together so many strands that influence the workplace counsellor s role Human Resource Management Journal Hand in hand with the increase in numbers of organizations offering counselling for their employees comes a growing demand for counsellors who are skilled not only in helping the individual but also in managing the counselling process within a workplace setting This practical book provides core guidance on how to operate best in an employee counsellor role and how to tackle the issues such a role raises Michael Carroll presents a generic integrative model of employee counselling which shows readers how to organize administer and manage the counselling process from assessment to termination within an organizational setting In so doing he discusses the tasks and responsibilities of employee counsellors covering such vital areas as how to contract with organizations the impact of the organization on the counselling process evaluation ethical dilemmas loyalty clashes and training and supervision      **Tips on Employee Counseling** ,1992

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