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Paul Falcone

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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 The Manager's Pocket Guide to Documenting Employee Performance Terry L. Fitzwater, 1998 This step by step guide will help you document and change unwanted work behaviors before they become issues leading to termination It is presented in a format that is easy to understand and apply The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation **Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board, 2016-05 Working With and Evaluating Difficult School Employees John F. Eller, Sheila Eller, 2010-01-12 The Ellers have done an excellent job identifying supervision problems that plague administrators on a daily basis They provide clear and detailed strategies to address personnel problems covering virtually every employment group I strongly recommend this book as a guick reference for all school administrators as they deal with difficult employees Dan Hoverman Superintendent Mounds View Public Schools Shoreview MN Help marginal employees take positive steps to improve their performance and behavior Managing difficult employees is one of the most challenging aspects of a school leader s job Written by experienced administrators this resource provides specific techniques and strategies to identify work with and evaluate marginal school employees John F Eller and Sheila Eller provide essential information for understanding and dealing with employees who may have negative attitudes lack awareness of their behavior blame others for problems or are marginal performers Drawing on the authors extensive experience this book includes Skills and sample dialogues for conducting difficult conversations Templates for putting concerns into writing and developing improvement plans Information about legal issues and ways to protect yourself Specific strategies for working with teachers secretaries and assistants paraprofessionals and custodial staff Steps to take when termination becomes necessary This ready reference helps administrators develop the leadership skills and competencies necessary to confront marginal and

Organizational Behavior in Health Care Nancy Borkowski, 2011 deficient behaviors and achieve successful results Organizational Behavior in Health Care was written to assist those who are on the frontline of the industry everyday healthcare managers who must motivate and lead very diverse populations in a constantly changing environment Designed for graduate level study this book introduces the reader to the behavioral science literature relevant to the study of individual and group behavior specifically in healthcare organizational settings Using an applied focus it provides a clear and concise overview of the essential topics in organizational behavior from the healthcare manager's perspective Organizational Behavior in Health Care examines the many aspects of organizational behavior such as individuals perceptions and attitudes diversity communication motivation leadership power stress conflict management negotiation models group dynamics team building and managing organizational change Each chapter contains learning objectives summaries case studies or other types of activities such as self assessment exercises or evaluation Employee Relations Management Singh, P. N., Kumar, Neeraj, 2011-01-10 The introduction of the new economic policy in 1991 had a significant bearing on industrial relations Globally the focus is gradually shifting from traditional industrial relations characterized by conflict resolution to employee relations management Managing Housekeeping Operations Margaret M. Kappa, Aleta Nitschke, Patricia B. Schappert, 1995 Organisational Behaviour, Managing Hospitality Human Resources Robert H. Woods, 1992 Provides quidelines for industry managers supervisors executives and students in human resources management in hospitality Part I examines employment laws planning and staffing and supplies guidelines for complying with new laws Part II gives information on development activities such as training and evaluation and Part III focuses on compensation and labor issues Part IV considers safety discipline and ethical concerns Each chapter contains key terms review questions Internet sites and case studies This second edition addresses recent changes in the field Published by the Educational Institute of the American Hotel and Motel Association Annotation copyrighted by Book News Inc Portland OR Fire and Emergency Services Administration: Management and Leadership Practices, Fire and Emergency Services Administration: Management and Leadership Practices L. Charles Smeby Jr., 2013-04-17 Fire and Emergency Services Administration Management and Leadership Practices Second Edition covers the latest course objectives from the Fire and Emergency Services Higher Education s FESHE Bachelor s Core Level Fire and Emergency Services Administration model curriculum To effectively lead modern public safety organizations and the various components within them individuals must possess a solid understanding of the always changing issues that face the fire and emergency medical services The Second Edition of Fire and Emergency Services Administration Management and Leadership Practices has been completely updated to deliver the very latest information needed to understand these challenges and will assist managers in making the proper decisions that can impact all aspects of their organization The Second Edition features Expanded emphasis on management and leadership of EMS operations Updated budgeting financial strategies including advice on how to overcome shrinking budgets and economic

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