



Perfect Phrases For Documenting Employee Performance Problems: Hundreds of Ready-to-use Phrases for Addressing All Performance Issues

By Anne Bruce

McGraw-Hill Education - Europe. Paperback. Book Condition: new. BRAND NEW, Perfect Phrases For Documenting Employee Performance Problems: Hundreds of Ready-to-use Phrases for Addressing All Performance Issues, Anne Bruce, "Perfect Phrases for Documenting Employee Performance Problems" will be an easy access guide to help managers identify performance issues and prepare concise documentation of those problems. This quick-reference tool is perfect for new managers who need to find effective ways to document performance problems and then be able to offer practical, helpful feedback to those individuals. This book covers a wide variety of performance issues including: communication skills; punctuality; decision making; empowerment and delegation; technical skill development; people skills and relationship-building; coaching others; customer care attitude; handling personal problems; creativity and innovation; meeting deadlines; leadership skills; negotiation skills; appearance; self-esteem and confidence; efficient use of time; problem solving and conflict resolution; teamwork; emotional intelligence; overall productivity; loyalty; resistance to change; project management; safety; goal setting; motivation and morale building; common sense and good judgment; personal growth and development; and, professional growth and intentional learning.



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