



Guidelines for Employee Conferences

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1. State your intention in a positive way (e.g., you value their contribution and want them to be successful in the organization).
2. Lay out specific examples that identify what the problem is.
3. State *why* it is a problem.
4. Encourage their response and listen.
5. Try to get agreement that a problem exists.
6. State what your specific expectation is for future behavior, and get confirmation that he/she understands that expectation.
7. Discuss/determine implementation strategies (i.e., what the employee is going to do to correct the problem). Involve the employee in coming up with solutions. Offer resources, as appropriate.
8. Identify how you will monitor and evaluate progress. Set timeline for check-in.
9. State the consequences if change does not occur.
10. Re-summarize agreements.
11. Document the discussion.

After the conference:

12. Follow up to see if positive change has occurred.
13. Provide positive feedback if change has occurred.
14. If improvement has not occurred, provide additional coaching and/or correction.
15. Continue to document and maintain open lines of communication with your supervisor and/or Human Resources professionals.