

5 STEPS FOR EFFECTIVE EMPLOYEE COUNSELING

If you notice an employee underperforming suddenly, then the right step is to understand and discuss the issues with the employee. There may be personal problems, new processes, poor training, workplace burnouts and other factors at play. Here are steps to effective and successful employee counseling:



Address The Problem

Inform the employee about problems with their performance in a private meeting. Be friendly and approachable while explaining all issues. Provide with an opportunity to explain their perspective and how they feel. Ask if they noticed any changes in their own performance.

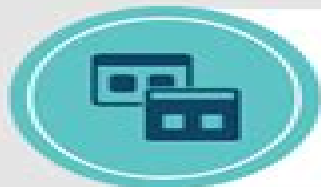
1



Choose Appropriate Counseling Type

Choose from three types of counseling: directive, non-directive and participative. Base your choice on an individual basis because everyone is different, and not one counseling type works for all.

2



Utilize Innovation In The HR Sector

If required, find out signs of workplace burnout that might be impacting the employee's performance. AI technology is useful in the HR sector to help solve any issues in offices.

3



Give Useful Feedback To Employee

Based on the meeting and your analysis, give your employee a detail of issues and explain the scope of improvements. Be specific and try to give feedback during counseling sessions.

4



Follow Up

After counseling, make sure the employee is following all suggested improvements in real settings. Call them for a follow-up meeting and go through the results.

5

Managers Guide To Counselling At Work

Coles, Adrian



Managers Guide To Counselling At Work:

The Manager's Guide to Counselling at Work Michael Reddy, 1991-01-08 This book shows how counselling should be done with examples for line and personnel managers administrators and union officials The techniques of counselling are presented in a straightforward though not simplistic way and the business of counselling is related throughout the book to the realities of organisational life

Handbook of Counselling in Organizations Michael Carroll, Michael Walton, 1997-02-28 This major handbook covers all aspects of counselling within an organizational context The authors provide a thorough examination of all the key areas and concerns in the field including models of counselling in organizations assessing the organization for counselling provision introducing counselling into the organization how the organization can impact on the counselling process understanding and working with the organization as a counsellor evaluating counselling provision within organizations and training and supervising counsellors working with organizations

The Manager's Guide to Counselling at Work Michael Reddy (Psychologist), 1987

Counselling In The Workplace Coles, Adrian, 2003-12-01 Annotation Counselling in the Workplace also offers a unique management training programme for both counsellor managers and non counselling managers The book is essential reading for counsellors human resource managers workplace supervisors trade union officials and all those involved in decision making with regard to employee counselling

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Workplace Counselling Michael Carroll, 1996-12-23 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 The Journal of the British Association for Counselling 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

Communication in Management Owen Hargie, David Dickson, Dennis Tourish, 1999 In this book the authors look in turn at each of the key management tasks from meetings to negotiation from writing reports to using the telephone and they provide practical guidance for increased effectiveness Other chapters cover non verbal communication and doing things right and doing the right thing The text is presented in a lively way but also with academic rigour and is supported throughout by exercises checklists and ready to use formats

Managing Stress in the Workplace Institute of Leadership & Management, 2010-05-14 Super series are a set of workbooks to accompany the flexible learning programme specifically designed and developed by the Institute of Leadership Management ILM to support their Level 3 Certificate in First Line Management The learning content is also closely aligned to the Level 3 S NVQ in Management The series consists of 35 workbooks Each book will map on to a course unit 35 books units

Handbook of Counselling Gladeana McMahon, Stephen

Palmer, 2014-04-23 The Handbook of Counselling provides a comprehensive and up to the minute guide for counsellors and those using counselling skills in other professions The contributors all experienced practitioners explore the major arenas and settings in which counselling is practised as well as the key themes and issues faced by those working in this field This edition of the handbook has been thoroughly revised and updated to reflect the pace of growth and change within counselling over recent years Six new chapters have been added covering brief and time limited counselling working with adults abused as children trauma and post traumatic stress disorder counsellor client exploitation private practice counselling in voluntary settings Published in association with the British Association for Counselling the Handbook of Counselling provides a definitive source of information and guidance for counsellors both in training and practice **Counselling Skills for Health Professionals** Philip Burnard, 2005 The new edition of this text has been updated to reflect research changes and developments in counselling It combines theory and practice to give students a full understanding of the complexities of counselling *Handling Death and Bereavement at Work* David Charles-Edwards, 2005 This is a uniquely invaluable book which tackles how death and bereavement can affect the workplace It is a sensitive and constructive text for dealing with issues that touch all working lives

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