

How To Manage Difficult Employees

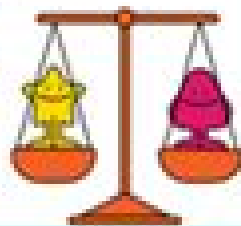
IF YOU NEED TO TERMINATE THE EMPLOYEE, BE PROFESSIONAL

If you decide to terminate the employee, handle the process with care and professionalism.



BE CONSISTENT

You must be clear about your expectations for your employees and uphold them consistently amongst all employees.



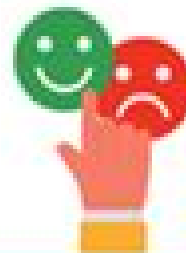
DON'T GET PERSONAL

It is important to critique the behaviour, not the person, if you want to reach an amicable outcome.



LISTEN TO FEEDBACK

An employee may be acting out because there is an issue you are not aware of, so it is important to listen to their side of the story before coming to a solution.



COME TO A SOLUTION TOGETHER

Work with your employee to come to a solution that offers the best possible outcome for both of you.



DOCUMENT THEIR BEHAVIOUR

Document poor behaviour as it happens in detail so that you can remember the incident and use it as evidence for any consequences.



Managing Difficult Staff

Julia Schneider



Managing Difficult Staff:

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