



# **Employee Performance Handbook, The: Smart Strategies for Coaching Employees (Progressive Discipline Handbook)**

*Margaret Mader Clark, Lisa Guerin*

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*Margaret Mader Clark, Lisa Guerin*

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**Everything you need to coach employees and get troubled performers back on track**

Confronting employees about poor performance is an ordeal dreaded by managers and HR pros everywhere. The possibility of emotional outbursts—and the specter of a lawsuit—leave many would-be disciplinarians at a loss.

*The Employee Performance Handbook* is a complete how-to guide for employee discipline. Packed with practical and legal advice, this book offers smart strategies that will help you improve employee performance and avoid legal trouble. You'll learn how to:

- identify problems early on
- decide when discipline is necessary
- choose the right response to a problem
- engage employees in improving performance
- collaborate with employees to come up with solutions
- fire employees when necessary
- protect against wrongful termination lawsuits

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