SUPERIOR SUBORDINATE TACTICAL WORKSHEET

Name and other pertaining info

Friendly Greeting (Try something current.)

Briefly State the Facts What is the issue? **Policy? Training/ Attitude/Stress?**

1. Bring up the most severe first.
2. Then comes the next most severe.
3. The stress or family issue is last.

Employees Explains (Write down his explanations as he gives them to you.)

1.
2.
3.

Manager Explains (Review his explanation: " As I understand what you have told me you_____." Or " I want to be clear on this.")

1.
2.
3.

Rules and Regulations

1. "As you know, there are P&P's that prohibit this activity" "You will not repeat this."
2."That level of performance is unacceptable"
3. "You would agree with me that we can't let our outside stress disrupt the station life or crew"

Plan of Action

1. "I'm going to issue you a Written Reprimand." Or "I want you to consider this meeting an Oral Reprimand."

2. "I have thought about this issue and we are going to:" (name times and activity of development behavior)

3. Offer your support and EAP. " I want to remind you of the Cities EAP program that is available to you."

Review (The Plan of Action)

Positive Close This should encourage the employee, " I want you to know you are a valued employee. I'm confident that you are going to get through this and I am committed to helping you do just that.