

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.

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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.

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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.

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