

RECORD OF VERBAL COUNSELING

Team Member Name: _____

In the space below, please note conversations held in regards to behavior, conduct, and/or performance.

Initial Conversation

What happened? I would like to hear your side of the story.



Date: _____

Time: _____

Plan of Action

This is a problem. Let's set goals and deadlines for improving.



Date: _____

Time: _____

Follow Up

Has your performance improved? What's our next step?



Date: _____

Time: _____

Manager Signature: _____

Manager's Note: File in team member employment file for future reference.