

Improving Work Habits

Effectively addressing issues before they develop into disciplinary problems

Improving Work Habits shows managers how to clearly and specifically communicate the nature of the problem. It provides a process for working with the individual to develop a plan for addressing the issue while maintaining self-esteem.

Discussing such concerns as absenteeism, language issues, and dress and grooming habits can be a difficult but necessary part of leading a team. Just like other aspects of team leadership, correcting work habits that need improvement require careful attention and skill.



Objectives

Participants completing **Improving Employee Work Habits** will be able to

- Distinguish between job performance and work habits.
- Understand the importance of dealing with unsatisfactory work habits early, before they require disciplinary action.

- Explain clearly and specifically to a team member the nature of his/her unsatisfactory work habits, focusing on behavior rather than personality or attitude.
- Involve the team member in the process of correcting the unsatisfactory behavior through an interactive process which maintains the team member's self-esteem.
- Increase team member accountability by encouraging team member commitment to a clear plan of action and by reviewing progress regularly.

*Offered in Classroom, Online, or Blended Formats.
Classroom Time: 4 hours
Online Time: 1.5 hours*

Solution

Recognizing and addressing poor work habits.