

# 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 them with an opportunity to explain their perspective and how they feel. Ask if they noticed any changes in their own performance.

1



## 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.

2



## Utilize Innovation In The HR Sector

If required, find out signs of workplace burnout that might be impacting the employee's performance. All 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.

5

# Managers Guide To Counselling At Work

**JR Anderson**

## Managers Guide To Counselling At Work:

**The Manager's Guide to Counselling at Work** ,1989 **The Manager's Guide to Counselling at Work** Michael Reddy (Psychologist),1987 **Handbook of Counselling in Organizations** Michael Carroll,Michael Walton,1997-02-28 This major handbook covers all aspects of counselling within an organizational context The authors provide a thorough examination of all the key areas and concerns in the field including models of counselling in organizations assessing the organization for counselling provision introducing counselling into the organization how the organization can impact on the counselling process understanding and working with the organization as a counsellor evaluating counselling provision within organizations and training and supervising counsellors working with organizations **Communication in Management** Owen Hargie,David Dickson,Dennis Tourish,1999 In this book the authors look in turn at each of the key management tasks from meetings to negotiation from writing reports to using the telephone and they provide practical guidance for increased effectiveness Other chapters cover non verbal communication and doing things right and doing the right thing The text is presented in a lively way but also with academic rigour and is supported throughout by exercises checklists and ready to use formats **Roles and Contexts in Counselling Psychology** Daisy Best,Helen Nicholas,Mark Bradley,2022-05-01 Roles and Contexts in Counselling Psychology looks at the different contexts that counselling psychologists typically work within offering a snapshot of the day job The book provides insights into roles that reflect the human lifespan from birth to death focusing upon specific mental health experiences and considering roles external to healthcare settings such as expert witness and independent practice Each chapter is written by a counselling psychologist and offers an overview of their particular specialism and their experiences within it bringing a unique transparency and personal insight The book describes the skills that are required for the different roles and their challenges and rewards It also discusses how the philosophy of counselling psychology is maintained and explores the associated ethical and legal considerations Further it takes note of the issues relating to leadership and diversity The book is an essential resource for undergraduate psychology and counselling students and trainee clinical or counselling psychologists as well as qualified practitioners **Handbook of Counselling Psychology** Ray Woolfe,Sheelagh Strawbridge,Barbara Douglas,Windy Dryden,2009-11-17 This book has done the almost impossible improve on what was an informative and worthwhile second edition Gella Richards Roehampton University London The Handbook of Counselling Psychology continues to be a key resource for people considering undertaking a career as a counselling psychologist current students and more experienced practitioners It has continued to develop its focus over time and has justly earned a reputation as a classic text This book deserves a place on the bookshelf of every Counselling Psychologist Professor Rachel Tribe Director of Professional Doctorate in Counselling Psychology and related programmes at the University of East London The contents cover key areas of theory and practice include the key issue of reflexivity that is a particular philosophy and signifier of this profession The articulation of future opportunities highlights some leading edge

ideas Professor Vanja Orlans Metanoia Institute Middlesex University This third edition of a seminal text reflects new developments with counselling psychology In six sections it covers areas such as neuroscience narrative approaches and post modernist thinking New chapters include the nature of evidence interpreting case material attachment theory and neuroscience community psychology legal frameworks testing measurement and diagnosis the interface between psychopharmacological and psychotherapeutic approaches Special attention has been paid to the research evidence current issues and debates theoretical and philosophical underpinnings political and resource issues and illustrative case material The handbook is an essential companion for students and practitioners in the field of counselling psychology at all stages of their career and across the whole range of settings NHS education private and voluntary *The Handbook of Performance Management* Frances Neale,1991

**Counselling for Managers** Nigel MacLennan,1996 An introduction to Skills Training

Model STM for counseling providing an eight point model to enable managers to effectively counsel their employees Psychologist MacLennan works to demystify the counseling process by demonstrating that managers already possess the skills he outlines in discussions about communication and process and describes counseling approaches to specific issues in the workplace such as sexual harassment substance abuse family issues bereavement and stress Often brief and superficial the suggested counseling methods are by no means a substitute for referral to professional help Includes exercises and very corny cartoons Distributed by Ashgate Annotation copyright by Book News Inc Portland OR

**Conditions of Work Digest**,1992 **International Labour Documentation** International Labour Office. Central Library and Documentation

Branch,2000 **Whitaker's Books in Print** ,1998 Bulletin of the British Psychological Society British Psychological Society,1987

**Handbook of Counselling in Britain** Windy Dryden,David Charles-Edwards,Ray Woolfe,1989 This is a handbook of the main fields of counselling activity in Britain It is designed to be used as a source of information for professionals and students of counselling and allied professionals both practising and training

*Journal of General Management* ,1988 *The Psychologist* ,2000 **Work Psychology** John Arnold,Cary L. Cooper,Ivan T. Robertson,1998

This work examines the contribution of psychological theory to our understanding of human behaviour in the workplace It covers both personnel issues such as selection and training and organizational issues such as decision making It contains up to date material with coverage of organizational culture and design There is also material on change and development and the issue of power at individual and group and organizational levels Real life examples are used to support the theory to show how the concepts actually apply to work settings

**Employee Assistance Programmes and Workplace Counselling** John Berridge,Cary L. Cooper,Carolyn Highley-Marchington,1997-03-27 This book examines the use of Employee Assistance Programs EAPs It describes the nature theory and practice of the EAPs and their use in combatting stress in the workplace

Manager Development: Guidebook IV: manager education ,1954 **Whitaker's Book List** ,1991

**The Gains of Listening** Colin Feltham,1997 As well as promoting the view that employee counselling can contribute to

stress reduction and mental health enhancement the book acknowledges the challenges that the ethos of management presents to counsellors In a climate of rapid change and uncertainty over jobs readers will want to consider the importance and potential of really listening to the issues involved in the interface between socioeconomic change and personal turmoil and responsibility

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web the online ticket booking system use case diagram provides a clear overview of the key functionalities and interactions involved in an online ticket booking platform the diagram illustrates the actions performed by the user including searching for events selecting specific events choosing seats entering personal details updating event

**bus ticket booking system activity diagram freeprojectz** - Mar 31 2022

web mar 13 2018 this is the login activity diagram of bus ticket booking system which shows the flows of login activity where admin will be able to login using their username and password after login user can manage all the