

# How To Manage Difficult Employees

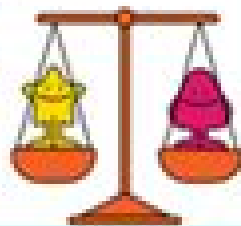
## IF YOU NEED TO TERMINATE THE EMPLOYEE, BE PROFESSIONAL

If you decide to terminate the employee, handle the process with care and professionalism.



## BE CONSISTENT

You must be clear about your expectations for your employees and uphold them consistently amongst all employees.



## LISTEN TO FEEDBACK

An employee may be acting out because there is an issue you are not aware of, so it is important to listen to their side of the story before coming to a solution.



## COME TO A SOLUTION TOGETHER

Work with your employee to come to a solution that offers the best possible outcome for both of you.



## DON'T GET PERSONAL

It is important to critique the behaviour, not the person, if you want to reach an amicable outcome.



## DOCUMENT THEIR BEHAVIOUR

Document poor behaviour as it happens in detail so that you can remember the incident and use it as evidence for any consequences.



# Managing Difficult Staff

**Nydia Visage**



## **Managing Difficult Staff:**

**The Complete Idiot's Guide to Dealing with Difficult Employees** Robert Bacal, 2000 Provides managers techniques such as intervention and arbitration to maintain a productive working environment despite problem employees and discusses ways employees can effectively communicate with difficult bosses and co workers      **Managing Difficult People** Marilyn Pincus, 2004-10-08 Don't Let Negaholics Rule Your Workplace As a manager you're sandwiched between the pressure of senior executives and the demands of your own staff members The last thing you need is an unruly employee whose chronic negaholic attitude upsets your office applecart and affects the morale of your entire staff Managing Difficult People gives you the tools you need to cope with all kinds of difficult employees From sneaky slackers to resident office tormentors this handy guide cuts to the chase helping you identify and deal with specific personality types such as The Bully The Complainer or Whiner The Procrastinator The Know It All The Silent Type The Social Butterfly The No People Skills Person The Rookie The Overly Sensitive Person and The Manipulator      *TURNING CHALLENGES INTO OPPORTUNITIES* AMIABLE. SHING, 2025

Managing Difficult People in a Week David Cotton, 2014-01-31 Managing Difficult People In A Week is a simple and straightforward guide to being a better manager giving you everything you need to know in just seven short chapters From preventing difficult behaviour to managing conflict you'll discover the insider secrets you need to know in order to successfully manage difficult people This book introduces you to the main themes and ideas of managing difficult people giving you a basic knowledge and understanding of the key concepts together with practical and thought provoking exercises Whether you choose to read it in a week or in a single sitting Managing Difficult People In A Week is your fastest route to success Sunday Understanding and preventing difficult behaviour Monday Developing your skills for managing difficult people Tuesday More advanced skills for managing difficult people Wednesday Managing specific types of difficult behaviour Thursday Feedback that works and critical conversations Friday Managing conflict Saturday Getting support and escalating issues ABOUT THE SERIES In A Week books are for managers leaders and business executives who want to succeed at work From negotiating and content marketing to finance and social media the In A Week series covers the business topics that really matter and that will help you make a difference today Written in straightforward English each book is structured as a seven day course so that with just a little work each day you will quickly master the subject In a fast changing world this series enables readers not just to get up to speed but to get ahead      **Managing Difficult Employees** Joseph Koob, 2008 This book is about what YOU as a manager and leader bring to the table It addresses two key questions Is your leadership conducive to a positive work environment with few personnel concerns and when concerns do arise are you prepared to handle them effectively and efficiently The first part of this book focuses on avoiding difficulties through knowledgeable and inspired leadership Part II of this work will demonstrate how to apply your personal strengths and your management and leadership skills to working successfully with difficult personnel concerns and in difficult situations      *Managing Difficult*

*Employees* Joseph E. Koob II, 2019-09-16 *Managing Difficult Employees* is the culminating book of Dr Joseph Koob's WORK TRILOGY which includes *Succeeding with Difficult Coworkers* and *Succeeding with Difficult Bosses*. Managers/Leaders face difficult situations with DIFFICULT people. YOU can make a difference. Empower yourself as a leader by developing the knowledge and skills to develop the best team you can. It is about Integrity, Respect for Others, Knowledge of Self and more than anything, Understanding and Caring about your team members. This book addresses what you can do as a leader to create a work environment that fosters positive personnel development, ideally preventing difficulties arising with your employees in the first place. AND What you need to know and do to deal with concerns that do arise. This book gives you the knowledge, skills and tools to lead effectively in difficult circumstances. It will help you develop a positive work environment that supports your team members so that fewer concerns arise and it will provide a foundation for you to deal successfully with difficulties that do occur. Be a leader of people, not just a manager going through the motions. It is your choice. Then you will have a team that you can be proud of and you will have people who are proud to have you as a leader. **Bad Apples**

Terrence Sember, Brette Sember, 2009-05-18 Unlike other career books, this book offers managers a team-focused approach to neutralizing a not-so-pleasant or productive working atmosphere. Instead of isolating the one problem employee, relevant teams are considered as part of the solution. The result? Solutions stick and there's less likelihood of the bad apple ruining the bunch. Complete with situational advice and case studies taken straight from the trenches, this simple and straightforward guide teaches managers how to: Calm down combatants, Motivate wasters, Silence gossips, De-arm backstabbers, Convince passive aggressives to open up, Teach narcissists the importance of the team. This book helps managers decide what the right course of action is, whether it means chastising negative behavior, encouraging positive outlooks, separating certain folks, creating teams for success, giving employees warnings and/or firing the ones who are pretty much rotten through and through. This book is essential reading for any manager looking to ensure a pleasant, productive and fruitful work environment. **How to Manage Difficult People**

Alan Fairweather, 2011-07-01 Dealing with difficult people from awkward customers at work to irritating neighbours at home is a challenge many people face on a day-to-day basis. This book will show you how to Defuse and deal with difficult customers both on the phone and face-to-face. Manage problems with colleagues in the workplace, including a manipulative boss. Handle difficult day-to-day interactions with any people we come into contact anywhere. Identify and manage behaviours which can turn a person into a problem. Improve necessary listening and communication skills. Increase self-confidence and develop rapport-building skills. This book contains some proven techniques for managing yourself as well as managing difficult people. If you gain a better understanding of yourself, build your confidence and use these techniques, then you'll make your life a whole lot easier. *How to Handle Difficult Employees Without Conflict* Ahmed Musa, 2024-12-18 Master the art of managing challenging workplace dynamics with *How to Handle Difficult Employees Without Conflict*. This practical guide equips managers and team leaders with proven strategies to

address problematic behavior foster cooperation and maintain a positive work environment without unnecessary tension or confrontation Learn how to identify the root causes of difficult behaviors communicate effectively with empathy and clarity and set clear expectations for performance and conduct With actionable techniques for conflict resolution constructive feedback and building mutual trust this book helps you turn challenging situations into opportunities for growth and collaboration Perfect for leaders HR professionals and business owners

*How to Handle Difficult Employees Without Conflict* empowers you to manage with confidence transform workplace challenges and create a culture of accountability respect and success

*How to Manage People: 7 Easy Steps to Master Management Skills, Managing Difficult Employees, Delegation & Team Management* Caden Burke, 2020-09-24 Are you a new manager or struggling to get your employees on track Are you struggling to get your people motivated or not sure what it takes to push them to be high performers

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*Managing Difficult People* Karen Mannering, 2001 Providing tried and tested techniques for dealing with difficult people at work this text is designed for day to day use by managers human resources and training departments and for all organizations that depend on harmonious working relationships

*Difficult People at Work* National Institute of Business Management, 1999-10

**Managers' Guide** Nydia Visage, 2021-05-13 Dealing with employee misconduct at work can be tricky even for the most seasoned business owner If you have an employee who s not meeting expectations or is not behaving in an appropriate way you must deal with the issue head on and make a plan to improve it Of course there are varying degrees or types of employee misconduct so how you deal with the issue head on depends to some extent on the severity of the matter To understand how it s important to understand what employee misconduct examples look like This

book gives you the tools you need to cope with all kinds of difficult employees From sneaky slackers to resident office tormentors this handy guide cuts to the chase helping you identify and deal with specific personality types such as The Bully The Complainer or Whiner The Procrastinator The Know It All The Silent Type The Social Butterfly The No People Skills Person The Rookie The Overly Sensitive Person and The Manipulator *Managing Difficult Staff* Helga Drummond,1993

Working with Difficult People Raphael Lapin,2009-10 A practical ebook to working with difficult people which will give you the information and skills to succeed Find out how to work with difficult people You ll learn to identify the reasons why staff may be causing problems communicate effectively and negotiate conflict Tables illustrations and In Focus features on what to do in a particular situation plus real life case studies demonstrate how to deal with all kinds of problems and find effective solutions Dip in and out of topics for quick reference **Managing Difficult People** Carlie

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