

Constructive Confrontation Planning Worksheet

1. Issue requiring constructive confrontation and what employee has “said” or “done” in response to any past informal attempts to help him self-correct.

2. Ask employee if the above is correct about how he or she perceives the performance issue and what he or she has done or said in an effort to change. (i.e. Bill, is the above correct in terms of how you have responded to this issue?)

3. Acknowledge employee’s effort to self-correct, or unwillingness to self-correct, and describe what must change. Specify what and when the changes must come. Provide a date for follow-up and a discussion about “what’s next” if change is not forthcoming.

4. What I will say to my employee about this issue, its impact on workplace productivity, and the potential consequences if change is not forthcoming.
