



Four Steps to Positive Discipline

- Step 1** is the *Oral Reminder*
 - Step 2** is the *Written Reminder*
 - Step 3** is the *Decision-Making Leave*
 - Step 4** is the *Termination*
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Focusing on Performance Problems

YOU
PERSON

1. State your CONCERN

identify the

identify a

COMMITMENT

5. Restate your performance EXPECTATIONS

6. Set a firm FOLLOW UP
date and time

THE OTHER

2. Help the person

PROBLEM

3. Help the person

SOLUTION

4. Obtain a
on results

Source: Cauvier, Denis L., *How to Keep Your Staff Productive and Happy*.