

**POSITIVE DISCIPLINE SYSTEM: COACHING SESSION FORM**

Name: \_\_\_\_\_ Workday ID: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

**STEP 1:** What is the category of the problem? Please state:

Performance: \_\_\_\_\_

Attendance/Tardiness: \_\_\_\_\_

Conduct: \_\_\_\_\_

**STEP 2:** How does the **ACTUAL** performance/attendance/conduct differ from the **DESIRED** performance/attendance/conduct? *Be specific.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP 3:** How does the problem interfere with good business practices? *Be specific.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP 4:** What are the consequences if the problem continues? *Be logical.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP 5: A.** What appropriate action must the employee take to correct the problem?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP 5: B.** Do you, as the employee's supervisor, need to take action to correct the problem? If so, describe that action.

\_\_\_\_\_  
\_\_\_\_\_

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**STEP 6:** What action(s) has the employee agreed to take to correct the problem?

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**STEP 7:** Set a date to review the employee's progress. Date of Review: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original Form: Employee's Personnel File

*\*Not required that employee receive a copy of Coaching Session Form*