

How To Manage Difficult Employees

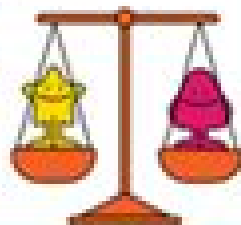
IF YOU NEED TO TERMINATE THE EMPLOYEE, BE PROFESSIONAL

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.



DON'T GET PERSONAL

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



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.



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.



Supervising The Difficult Employee

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Supervising The Difficult Employee:

Supervising the Difficult Employee Ann M. McGill, 1994 The Business Skills Express Series covers a broad range of key business skills and topics in a fast interactive format that should appeal to employees managers and trainers alike These authoritative books deliver training and give readers new ways to increase productivity and career satisfaction This book covers supervizing the difficult employee *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 **Supervising Difficult Employees** Hal Wood, 1998-03-01 **Supervising the difficult employee**, 2003

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 People** Marilyn Pincus, 2004-10-08 Managing Difficult People helps readers

identify and deal with personality types such as the bully the complainer the know it all the silent type the social butterfly the rookie the manipulator and more **Effective Police Supervision STUDY GUIDE** Larry S. Miller, Michael C. Braswell, 2010-12-20 Good police officers are often promoted into supervisory positions with little or no training for what makes a good manager Effective Police Supervision is positioned to be the core text in college level classes on supervisory practices in criminal justice and will provide students with an understanding of the group behaviors and organizational dynamics necessary to understand the fundamentals of police administration This Study Guide gives students a place to test themselves and review the material so they are well prepared for their examinations NEW THIS EDITION Following the changes to the Effective Police Supervision textbook this Study Guide has a new title and approach for Chapter 2 Community Oriented Policing and Problem Solving Improving Neighborhood Quality of Life It has moved the discussion of training into Chapter 9 and has added a new Chapter 16 Homeland Security and Terrorism A Changing Role Helps the student to grasp key concepts and synthesize the material in a meaningful and applicable way that goes beyond learning by rote Learning Objectives and Key Terms help the reader to focus on key material as they read the text Questions and answer key give the reader the opportunity to measure how well they are grasping the material **Effective Police Supervision** Harry W. More, Larry S. Miller, 2010-12-29 Good police officers are often promoted into supervisory positions with little or no training for what makes a good manager Effective Police Supervision is a core text used in college level classes on supervisory practices in criminal justice This popular book combines behavioral theory with case studies that allow the reader to identify

and resolve personal and organizational problems It provides readers with an understanding of the group behaviors and organizational dynamics with a focus on effectiveness as well as proficiency and on how a supervisor can help to create an effective organization This book is also a vital tool in the preparation of police officers for promotional exams NEW THIS EDITION This revised and updated edition has a new chapter Homeland Security and Terrorism A Changing Role New material has been added throughout the textbook on the following topics characteristics of an effective coach mentoring work values unions dealing with change supervisory styles empowerment SARA identifying stakeholders dealing with Limited English Proficient individuals intercultural communication and equity theory The case studies and references have been thoroughly updated and expanded Each chapter opens with a case study to illustrate the concept and includes key terms Contains a new chapter on homeland security and terrorism and how they are changing the role of the police supervisor Used nationwide for police promotional exams

Effective Police Supervision Study Guide Chris Rush Burkey, Larry S. Miller, Michael C. Braswell, 2021-02-25 Good police officers are often promoted to supervisory positions with little or none of the training it takes to be a good manager An understanding of group behaviors and organizational dynamics is necessary to grasp the fundamentals of managing police officers The Effective Police Supervision Study Guide coordinates with the core text used in many college level classes and police departments to teach supervisory practices in criminal justice This study guide prepares both students and professionals for academic or promotional exams offering them an opportunity to fully review the material so that they are well prepared for testing This new edition like the new edition of the textbook it accompanies includes information on the following topics police accountability police involvement with news media the challenges of dealing with social media updates on legal considerations and ways to respond to current issues facing law enforcement with COVID 19 and managing protests

Supervising Police Employees in the Twenty-First Century Gerald W. Garner, 2019 To carry out their wide array of vital duties supervisors require a whole toolbox of complex skills This handbook was created with the purpose of supplying or where already present strengthening those skills Assembled by a veteran police chief who served 15 years as a first line supervisor the book provides practical how to advice for confronting and mastering the multiple challenges of the first line supervisor s life Chances are you are already a good leader This handbook will make you better It contains the information you will need to succeed as decision maker tactician trainer counselor disciplinarian and officer safety expert It will help you accurately to evaluate your employees job performance serve as an integral part of the leadership team and lead your people to deliver exceptional customer service It will in sum serve as a true handbook for leadership success As you doubtlessly have figured out for yourself today s law enforcement employees are by no means identical in personality or work style to their predecessors of even a decade ago But they are good people with outstanding potential They along with their more senior colleagues are waiting for a great leader to bring out their best That leader should be you This handbook will equip today s capable first line leader to excel in his or her vital role of influencing the

future of policing Surely nothing is more vital to an increasingly complex and too often troubled society **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 Personnel Literature United States. Office of Personnel Management. Library,1992

Effective Police Supervision Larry S. Miller,Harry W. More,Michael C. Braswell,2017-02-17 Outstanding first line supervisors are essential to the success of any law enforcement agency yet many officers lack the supervision training necessary to excel *Effective Police Supervision* immerses readers in the group behaviors and organizational dynamics supervisors must master in order to lead their teams and to help create an effective police department Combining behavioral theory and updated case studies this core text now in its eighth edition is a vital tool for all college students pursuing criminal justice courses on supervisory practices as well as police officers preparing for promotional exams Focus on Federal Employee Health and Assistance Programs ,1994 *Security Supervision and Management* IFPO,2007-12-14 The International Foundation for Protection Officers IFPO has for many years provided materials to support its certification programs The current edition of this book is being used as the core text for the Security Supervision and Management Training Certified in Security Supervision and Management CSSM Program at IFPO The CSSM was designed in 1988 to meet the needs of the security supervisor or senior protection officer The book has enjoyed tremendous acceptance and success in the past and the changes in this third edition vetted by IFPO make it still more current and relevant Updates include 14 new chapters 3 completely revised chapters Student Performance Objectives in each chapter and added information on related resources both print and online Completion of the Security Supervision and Management Program is the initial step toward the Certified in Security Supervision and Management CSSM designation Over 40 experienced security professionals contribute chapters in their area of specialty Revised throughout and completely updated with 14 new chapters on topics such as Leadership Homeland Security Strategic Planning and Management Budget Planning Career Planning and much more Quizzes at the end of each chapter allow for self testing or enhanced classroom work **Supervising Student Employees in Academic Libraries** David A. Baldwin,1991-09-15 Library administrators have taken the student work force for granted for a long time and are only now beginning to realize that this important group accounts for a significant portion

of the operating budget Baldwin describes the role of student employees and the supervisor including hiring orientation and performance appraisal He discusses some common problems as well as corrective discipline and termination procedures A separate chapter is devoted to federal student aid programs because of their role in student employment The specific orientation of this well organized handbook makes it essential for any supervisor of student employees *Federal Supervisors and Poor Performers* United States. Merit Systems Protection Board,1999 **Managing Government Employees** Stewart Liff,2007 Government managers don t have to drown in bureaucratic regulations they can lead employees as proactively and decisively as corporations do *Managing Government Employees* is a go to guide to empower leaders improve employee performance and help you meet daily challenges with energy and efficiency **How to Manage Problem Employees** Glenn Shepard,2010-12-30 There was a time when people were committed to working hard and being productive in the work force Today however some workers have an entitlement mentality and the labor pool includes some people who don t want a job just a paycheck In response to this trend Glenn Shepard has written *How to Manage Problem Employees* This comprehensive book will tell you how to set new hires up for success structure compensation packages to maximize their involvement and work ethic deal with problem areas before they become bad behavior and motivate slow and often unmotivated employees You ll learn the different personality types and how to handle specific manifestations of each including gossiping back stabbing direct confrontation hypochondriacs breaking the chain of command and sarcasm as well as how to terminate employees while staying on solid legal ground **Managers & Supervisors Handbook** United States. Marshals Service. Personnel Management Division,1985

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