



POSITIVE DISCIPLINE SYSTEM: COACHING SESSION FORM

Name: _____ LSU ID Number: _____ 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 is the appropriate action the employee must 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.

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

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*