

# 101 tough conversations to have with employees

**101 tough conversations to have with employees** can be a daunting aspect of leadership and management. Navigating these discussions effectively is crucial for maintaining a productive, respectful, and growth-oriented workplace. While challenging, these conversations, when approached thoughtfully, can strengthen relationships, clarify expectations, and foster a culture of transparency. In this comprehensive guide, we will explore 101 difficult topics managers and HR professionals may need to address with employees, along with strategies for handling each situation professionally and compassionately.

## Understanding the Importance of Tough Conversations

Having difficult conversations is an integral part of leadership. They:

- Address performance issues before they escalate
- Clarify expectations and responsibilities
- Support employee development and growth
- Maintain a healthy and respectful workplace culture
- Prevent legal or compliance issues

However, approaching these topics with sensitivity and clarity is essential to foster trust and positive outcomes.

## Categories of Tough Conversations

To better organize the topics, we can categorize the conversations into key areas:

### Performance and Productivity

### Behavior and Conduct

### Personal Issues and Wellness

## **Workplace Relationships**

## **Changes and Transitions**

## **Policy and Compliance**

Below, we delve into specific tough conversations within each category.

## **Performance and Productivity**

### **1. Discussing Underperformance**

Approach the conversation with specific examples and focus on improvement rather than blame. Offer support and resources to help the employee improve.

### **2. Addressing Missed Deadlines**

Identify underlying reasons and collaboratively develop strategies to meet future deadlines.

### **3. Giving Constructive Feedback**

Provide balanced feedback, highlighting strengths and areas for growth, with actionable suggestions.

### **4. Discussing Lack of Initiative**

Encourage employees to take ownership and suggest ways to motivate proactive behavior.

### **5. Handling Resentment or Disengagement**

Explore causes behind disengagement and discuss ways to rekindle motivation.

## **Behavior and Conduct**

### **6. Addressing Inappropriate Workplace Behavior**

Set clear expectations about acceptable conduct and consequences of violations.

## **7. Discussing Harassment or Discrimination Claims**

Handle reports seriously, maintaining confidentiality and following legal protocols.

## **8. Managing Absenteeism and Tardiness**

Identify reasons and establish attendance expectations.

## **9. Correcting Unprofessional Language**

Explain the impact of language choices and promote respectful communication.

## **10. Addressing Conflict with Colleagues**

Facilitate a mediated discussion to resolve issues and rebuild working relationships.

## **Personal Issues and Wellness**

### **11. Discussing Mental Health Concerns**

Express concern and connect employees with available support resources.

### **12. Addressing Personal Life Challenges**

Offer flexibility and understanding while maintaining work requirements.

### **13. Handling Substance Abuse Issues**

Follow legal and company policies to support the employee while ensuring safety.

### **14. Supporting Employees Facing Burnout**

Encourage work-life balance and discuss workload adjustments.

### **15. Talking About Grief or Loss**

Show empathy and provide flexibility during difficult times.

## **Workplace Relationships**

## **16. Addressing Gossip or Rumors**

Promote a culture of respect and transparency to reduce negative talk.

## **17. Managing Difficult Personalities**

Set boundaries and focus on professional behavior.

## **18. Handling Favoritism or Bias**

Ensure fair treatment and clarify performance-based evaluations.

## **19. Discussing Interpersonal Conflicts**

Encourage open communication and conflict resolution skills.

## **20. Addressing Team Dynamics and Collaboration**

Promote team-building activities and clarify roles.

## **Changes and Transitions**

## **21. Communicating Organizational Changes**

Be transparent about reasons and implications, and listen to concerns.

## **22. Discussing Role or Responsibility Changes**

Clarify expectations and provide necessary training.

## **23. Addressing Job Reductions or Layoffs**

Handle sensitive layoffs with compassion, clarity, and support.

## **24. Managing Relocations**

Discuss logistics, impact, and support options.

## **25. Navigating Promotions and Demotions**

Provide clear feedback and rationale, acknowledging feelings.

# **Policy and Compliance**

## **26. Addressing Violations of Company Policies**

Explain violations, consequences, and steps for correction.

## **27. Discussing Data Privacy and Confidentiality Breaches**

Reinforce importance and prevent future incidents.

## **28. Handling Safety Violations**

Emphasize safety protocols and accountability.

## **29. Enforcing Dress Code Policies**

Clarify expectations and reasons behind policies.

## **30. Addressing Unauthorized Absences or Leave Violations**

Discuss the importance of adherence and procedural steps.

## **Additional Tough Conversations to Consider**

Below is an extended list of more tough topics, totaling 101, to ensure comprehensive coverage:

1. Discussing salary or compensation concerns
2. Addressing violations of confidentiality agreements
3. Handling allegations of misconduct
4. Discussing performance during probation periods
5. Addressing refusal to follow instructions
6. Discussing work-life balance issues
7. Handling requests for flexible work arrangements

8. Talking about career development and aspirations
9. Addressing requests for raises or promotions
10. Discussing retirement planning or succession planning
11. Handling requests for remote work or telecommuting
12. Addressing language or communication barriers
13. Discussing cultural sensitivity and diversity issues
14. Handling conflicts arising from cultural differences
15. Addressing issues related to workplace harassment
16. Discussing ethical violations
17. Addressing misappropriation of company resources
18. Talking about misuse of company technology or devices
19. Handling disputes over workload distribution
20. Addressing complaints about management style
21. Discussing recent feedback from performance reviews
22. Handling disputes over intellectual property
23. Addressing concerns over job security
24. Discussing disciplinary actions or warnings
25. Handling termination or dismissal conversations
26. Discussing non-compete agreement violations
27. Addressing issues of favoritism or unfair treatment
28. Handling disputes over overtime or extra hours
29. Discussing employee misconduct outside work
30. Addressing privacy concerns or surveillance
31. Talking about participation in workplace politics
32. Handling grievances filed by employees
33. Discussing feedback from exit interviews

34. Addressing compliance with health and safety regulations
35. Handling conflicts during team projects
36. Discussing performance metrics and KPIs
37. Addressing resistance to change initiatives
38. Handling disagreements over company policies
39. Discussing the impact of personal social media use
40. Addressing concerns about diversity and inclusion efforts
41. Handling perceptions of inequality or unfair treatment
42. Discussing the need for disciplinary sanctions
43. Addressing issues related to work hours and shift schedules
44. Handling requests for accommodations due to disabilities
45. Discussing the impact of recent organizational restructuring
46. Addressing employee resistance to training programs
47. Handling conflicts with external clients or vendors
48. Addressing concerns about company reputation
49. Discussing the impact of personal relationships at work
50. Handling questions about layoffs or restructuring plans
51. Addressing issues related to peer pressure or bullying
52. Discussing the appropriate use of company resources
53. Handling disputes over bonuses or incentive payments
54. Addressing issues stemming from remote onboarding
55. Discussing the importance of confidentiality in client relations
56. Handling disagreements over work priorities
57. Addressing concerns about job satisfaction
58. Discussing the importance of punctuality
59. Handling issues related to employee engagement

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## **Frequently Asked Questions**

### **What are some common tough conversations managers face with employees?**

Common tough conversations include discussing underperformance, addressing behavioral issues, delivering feedback on attitude, discussing workload concerns, addressing attendance problems, handling conflicts, discussing salary or promotion disappointments, addressing ethical concerns, and terminating employment.

### **How can I prepare for a difficult conversation with an employee?**

Preparation involves clarifying the issue, gathering relevant facts, planning what to say, choosing an appropriate private setting, and setting a clear objective for the discussion to ensure clarity and professionalism.

### **What are the best practices for delivering negative feedback effectively?**

Use the 'sandwich' approach by starting with positive comments, focus on specific behaviors rather than personalities, be honest and direct, listen actively, and collaborate on solutions or improvement plans.

### **How do I handle an employee who becomes defensive or emotional during a tough conversation?**

Remain calm and empathetic, acknowledge their feelings, focus on the facts, avoid escalating the situation, and steer the conversation towards constructive solutions and next steps.

## **When is the right time to have a difficult conversation with an employee?**

Address issues promptly when they arise rather than delaying, ensuring the matter is discussed while relevant details are fresh and before the problem escalates or affects team morale.

## **How can I ensure that a tough conversation leads to positive outcomes?**

Set clear goals, maintain a respectful tone, involve the employee in finding solutions, follow up on agreed actions, and document the discussion for accountability and future reference.

## **What should I avoid doing during a tough employee conversation?**

Avoid blaming, raising your voice, making assumptions, bringing up unrelated issues, and rushing the discussion. Focus on facts and maintain professionalism throughout.

## **How can I handle disagreements or resistance from employees during these conversations?**

Listen actively to understand their perspective, validate their feelings, stay calm, and work collaboratively to find common ground or alternative solutions.

## **What role does follow-up play after a tough conversation?**

Follow-up ensures that commitments are met, progress is monitored, trust is maintained, and any ongoing support or coaching is provided to help the employee improve or resolve issues.

## **Additional Resources**

101 Tough Conversations to Have with Employees is an essential resource for managers, HR professionals, and leaders aiming to navigate challenging dialogues with confidence and tact. Addressing difficult topics is an inevitable part of leadership, but knowing how to approach these conversations effectively can significantly impact team morale, productivity, and organizational culture. This comprehensive guide offers insights into 101 tough conversations, providing strategies, tips, and frameworks to handle each situation with professionalism and empathy.

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## **Understanding the Importance of Tough Conversations**

Having difficult conversations is often uncomfortable but necessary. They serve as opportunities for growth, clarification, and alignment. When handled poorly, these discussions can lead to misunderstandings, resentment, and disengagement. Conversely, when approached thoughtfully, they can foster trust, accountability, and improved performance.

Key Benefits of Addressing Tough Topics:

- Clarifies expectations and reduces ambiguity
- Resolves conflicts before they escalate
- Reinforces organizational values and standards
- Supports employee development and accountability
- Builds trust through honesty and transparency

Challenges in Tough Conversations:

- Emotional reactions
- Fear of conflict or retaliation
- Potential damage to relationships
- Personal biases influencing judgment

Effective communication strategies include preparing thoroughly, maintaining a solution-focused mindset, practicing active listening, and showing empathy.

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## **Categories of Difficult Conversations**

To organize the array of challenging topics, we can categorize them into several key areas:

- Performance and conduct issues
- Personal and behavioral concerns
- Organizational changes and restructuring

- Compensation and benefits
- Personal life and well-being
- Termination and layoffs
- Diversity, Equity, and Inclusion (DEI)
- Feedback and coaching

Below, we explore specific conversations within these categories, emphasizing approach, key points, and best practices.

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## **Performance and Conduct Issues**

### **1. Addressing Poor Performance**

Overview: Discussing consistently below-par work with an employee.

Approach:

- Prepare documented examples
- Focus on specific behaviors, not personality
- Collaborate on improvement plans

Pros:

- Clarifies expectations
- Provides opportunities for development

Cons:

- May demotivate if not handled delicately

### **2. Correcting Attendance Problems**

Overview: Addressing frequent lateness or absenteeism.

Approach:

- Investigate underlying causes
- Set clear attendance expectations
- Offer support if needed

Pros:

- Reinforces policies
- Supports employee well-being

Cons:

- Sensitive if personal issues are involved

### **3. Handling Violations of Company Policies**

Overview: Addressing breaches such as misuse of company resources.

Approach:

- Clearly explain the violation
- Discuss consequences
- Document the conversation

Pros:

- Reinforces policy importance
- Prevents future violations

Cons:

- Can damage trust if perceived as overly punitive

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## **Personal and Behavioral Concerns**

### **4. Addressing Rudeness or Disrespect**

Overview: Confronting disrespectful behavior toward colleagues.

Approach:

- Provide specific examples
- Emphasize impact on team
- Reinforce expected behaviors

Pros:

- Promotes respectful culture
- Prevents escalation

Cons:

- Risk of defensiveness

### **5. Discussing Personal Hygiene or Appearance**

Overview: Tackling sensitive issues related to personal presentation.

Approach:

- Be respectful and discreet
- Focus on professional standards

- Offer support if appropriate

Pros:

- Maintains professionalism
- Preserves employee dignity

Cons:

- Difficult to bring up tactfully

## **6. Managing Personal Conflicts Affecting Work**

Overview: Addressing conflicts between employees that impact productivity.

Approach:

- Facilitate open dialogue
- Mediate to find common ground
- Set expectations for future interactions

Pros:

- Resolves issues quickly
- Improves team dynamics

Cons:

- May require ongoing follow-up

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## **Organizational Changes and Restructuring**

### **7. Communicating Restructuring or Downsizing**

Overview: Delivering news about layoffs or organizational shifts.

Approach:

- Be transparent and empathetic
- Provide clear rationale
- Offer support resources

Pros:

- Builds trust through honesty
- Eases transition

Cons:

- Very emotional and difficult

## **8. Discussing Role Changes or Reassignments**

Overview: Explaining new responsibilities or reporting lines.

Approach:

- Clarify reasons and benefits
- Address concerns openly
- Provide training if needed

Pros:

- Facilitates adaptation
- Demonstrates organizational transparency

Cons:

- May cause resistance

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## **Compensation and Benefits**

## **9. Addressing Salary or Bonus Discrepancies**

Overview: Discussing pay raises, bonuses, or perceived inequities.

Approach:

- Present objective criteria
- Explain organizational constraints
- Be open to questions

Pros:

- Promotes fairness
- Reinforces transparency

Cons:

- Sensitive topic, risk of dissatisfaction

## **10. Handling Benefits and Perks Changes**

Overview: Communicating modifications to employee benefits.

Approach:

- Provide advance notice
- Explain reasons and implications

- Offer alternatives if possible

Pros:

- Reduces misunderstandings
- Demonstrates respect

Cons:

- Can lead to disappointment

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## **Personal Life and Well-being**

### **11. Discussing Mental Health or Personal Challenges**

Overview: Supporting employees facing personal struggles.

Approach:

- Show empathy and confidentiality
- Offer resources (EAP, counseling)
- Respect privacy boundaries

Pros:

- Builds trust and loyalty
- Supports well-being

Cons:

- Boundaries need to be maintained

### **12. Addressing Work-Life Balance**

Overview: Managing expectations around working hours and availability.

Approach:

- Clarify policies
- Encourage boundaries
- Support flexible arrangements if feasible

Pros:

- Improves morale
- Prevents burnout

Cons:

- May conflict with business needs

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# Termination and Layoffs

## 13. Conducting Dismissals

Overview: Delivering news of termination professionally.

Approach:

- Be direct, respectful, and empathetic
- Have documentation ready
- Explain next steps clearly

Pros:

- Maintains integrity
- Minimizes legal risks

Cons:

- Highly emotional

## 14. Handling Voluntary Resignations

Overview: Discussing employee-initiated departures.

Approach:

- Conduct exit interviews
- Gather feedback
- Ensure knowledge transfer

Pros:

- Facilitates smooth transition
- Gains insight for improvement

Cons:

- Can be bittersweet

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# Diversity, Equity, and Inclusion (DEI)

## **15. Addressing Discrimination or Harassment**

Overview: Confronting reports or suspicions of bias or harassment.

Approach:

- Take all reports seriously
- Investigate thoroughly
- Enforce policies consistently

Pros:

- Promotes a safe environment
- Demonstrates organizational commitment

Cons:

- Sensitive and complex

## **16. Discussing Cultural or Personal Differences**

Overview: Navigating cultural misunderstandings or biases.

Approach:

- Promote awareness and training
- Encourage open dialogue
- Foster inclusive practices

Pros:

- Enhances diversity appreciation
- Prevents conflicts

Cons:

- May require ongoing effort

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## **Feedback and Coaching**

## **17. Giving Constructive Criticism**

Overview: Providing feedback aimed at improvement.

Approach:

- Use the "sandwich" method or SBI model
- Focus on behaviors, not personalities

- End with actionable suggestions

Pros:

- Encourages growth
- Maintains morale

Cons:

- Needs tact to avoid defensiveness

## **18. Addressing Resistance to Change**

Overview: Overcoming employee reluctance.

Approach:

- Communicate benefits
- Involve employees in planning
- Listen to concerns

Pros:

- Builds buy-in
- Reduces friction

Cons:

- Change management takes time

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## **Conclusion**

Navigating 101 tough conversations with employees is a critical skill for effective leadership. The ability to approach these discussions with empathy, clarity, and professionalism not only resolves immediate issues but also fosters a culture of trust and accountability. While each conversation is unique and may require tailored strategies, the core principles of preparation, active listening, and respectful communication remain universal. Leaders who master these difficult dialogues position their organizations for sustained success, employee engagement, and a healthy work environment.

Remember, the goal of tough conversations is not to confront or criticize but to collaborate on solutions, reinforce standards, and support growth—both for individuals and the organization as a whole. Developing proficiency in these areas will make challenging discussions less daunting and more productive, ultimately strengthening your leadership capabilities and your team's resilience.

# **101 Tough Conversations To Have With Employees**

**101 tough conversations to have with employees:** *101 Tough Conversations to Have with Employees* Paul Falcone, 2009-04-30 Inappropriate attire, lateness, sexually offensive behavior, not to mention productivity and communication issues--these are just a few of the uncomfortable topics bosses must sometimes discuss with their employees. With years of experience as the VP of employee relations at major entertainment companies, author Paul Falcone offers unique insight into the tools and skills required for managers to address some of the most common--as well as the most serious--employee problems they are likely to encounter. Falcone's book *101 Tough Conversations to Have with Employees* equips managers to facilitate clear, direct interactions with their employees by offering realistic sample dialogues managers can use to sidestep potential awkwardness. Covering everything from substandard performance reviews to personal hygiene to termination meetings, this handy guide helps managers treat their people with dignity, focusing not just on what to say but also on how to say it. With a plethora of proven, realistic techniques, managers will learn how to protect themselves and their organizations--and get the very best from their people.

**101 tough conversations to have with employees: 101 Tough Conversations to Have with Employees** Paul Falcone, 2019-06-25 *101 Tough Conversations to Have with Employees* provides guidance for managers on how to broach uncomfortable conversations across a wide range of issues. Inappropriate workplace conduct, lateness, sexually offensive behavior, productivity and communication issues . . . these are just a few of the uncomfortable topics supervisors must sometimes discuss with their employees. Top human resources author Paul Falcone offers realistic sample dialogues managers can use to facilitate clear, direct interactions with their employees that help sidestep potential awkwardness and meet issues head-on. This practical, solution-oriented book walks you through some of the most common and most serious employee problems you are likely to encounter. In *101 Tough Conversations to Have with Employees*, Falcone covers topics including: substandard performance reviews, progressive disciplinary warnings and termination meetings, FMLA abuse and ADA accommodations, wage and hour challenges, team turnarounds, compensation conflicts, and more. This handy guide helps you treat their people with dignity and respect, focusing not just on what to say but also on how to say it. It provides proven techniques you can use to protect yourself and your organizations—and get the very best from your people.

**101 tough conversations to have with employees: 101 Tough Conversations to Have with Employees** , 2017

**101 tough conversations to have with employees: One Hundred and One Tough Conversations to Have with Employees** Paul Falcone, 2009 Inappropriate attire, lateness, sexually offensive behavior, productivity and communication issues . . . these are just a few of the uncomfortable topics you may have to discuss with your employees. *101 Tough Conversations to Have with Employees* provides you with proven guidance and realistic sample dialogues you can use to facilitate clear, direct interactions with your people, helping to sidestep potential awkwardness and meet issues head on. This solution oriented book walks you through some of the most common--as well as the most serious--employee problems you're ever likely to encounter. Covering everything from substandard performance reviews to personal hygiene to termination meetings, this handy guide helps you treat your people with dignity, focusing not just on what to say but also on how to say it. This helpful guide provides down to earth techniques you can use to protect yourself and your organization--and get the very best from your people. Praise for Paul Falcone's Previous Books: *101 Sample Write-Ups for Documenting Employee Performance Problems*: When you feel the need to document an employee's actions (or inactions), turn to this great tool.-- *Legal Management* 96 Great Interview Questions to Ask Before You Hire: Takes the guesswork out of the interview process.

-- Benefits and Compensation Solutions The Hiring and Firing Question and Answer Book: If the art and science of hiring and firing has become a puzzle, then author Paul Falcone has the answer. -- Houston Business Journal Paul Falcone is Vice President of Employee Relations at Time Warner Cable in Los Angeles and was formerly Vice President of Human Resources at Nickelodeon. He is the author of 2600 Phrases for Effective Performance Reviews, 101 Sample Write-Ups for Documenting Employee Performance Problems, 96 Great Interview Questions to Ask Before You Hire, and The Hiring and Firing Question and Answer Book. He lives in Valencia, California.

**101 tough conversations to have with employees: The Stay Interview** Richard Finnegan, 2015-03-18 Of all the obstacles and surprises managers know are heading their way each day, the one they least anticipate and prepare for is the resignation of a seemingly happy and extremely valued employee. It's the cement truck they never saw coming their way--but they could have. This invaluable resource introduces managers to a powerful new engagement and retention tool that they absolutely must begin utilizing ASAP: the stay interview. Smart companies and managers who have realized the importance of being proactive with their employees and not taking anything for granted have begun conducting these periodic reviews in order to discover why their important talent might leave and to solve any problems before they actually quit. Written by the retention expert who pioneered the process, The Stay Interview shows managers how to: • Prepare for the stay interview • Anticipate an employee's top issues • Respond to difficult questions • Listen effectively and dig deeper • Craft a detailed and effective stay plan complete with timeline • Assess each employee's level of engagement, predict potential exits, and communicate results to upper management When you have the right people in place, you can't risk losing them. Complete with the five best questions to ask and sample scripts for different situations, The Stay Interview provides the key to saving yourself unnecessary headaches and surprises.

**101 tough conversations to have with employees: What I Mean to Say** Ian Williams, 2024-10-08 Enough small talk. Let's get right to it: Why can't we talk to each other anymore? What makes good communication? And how do we restore the lost art of conversation? In contemporary society, much of our communication exists in a new dimension, the online space, and it's changing how we regard each other and how we converse. In the digital realm, we can be anonymous, we can make false and hurtful comments yet evade consequences in a hurried scroll of clicks and swipes. But a good conversation takes time and patience, courage, even. We need to realize that one-half of our conversations is, in fact, listening. And aren't the best conversationalists—like the best musicians—good listeners? With What I Mean to Say, award-winning novelist and poet Ian Williams seeks to ignite a conversation about conversation, to confront the deterioration of civic and civil discourse, and to reconsider the act of conversing as the sincere, open exchange of thoughts and feelings. Alternately serious and playful, Williams nimbly leaps between topics of discussion and, along the way, is discursive, digressive, and endlessly generous—like any great conversationalist.

**101 tough conversations to have with employees: In Data We Trust** Lars Luck, Bjorn Bloching, Thomas Ramge, 2012-08-02 Is it really possible for credit card companies to predict a divorce long before the couple in question know the end is nigh? Absolutely. All the information the companies need is already at their fingertips. The days of marketing professionals relying on 'gut feeling' are long gone, and intelligently analysed data streams make forecasting customer behaviour straightforward. As businesses all over the world fight hard and long for customer spend, it's the ones who transform data into smart data that will win the day, as data-crunch pioneers such as Google, Amazon and WalMart have shown. Written by a team of experienced marketing experts this enlightening book describes the revolutionary change in the marketing environment in recent years, provides fascinating case studies and gives indispensable advice on smart use of customer data. It is an essential read not only for every marketing professional but everyone wondering what happens to their

personal information once it's 'out there'.

**101 tough conversations to have with employees: Managing Employees Without Fear** Adam Rosenthal, 2021-04-27 Managing people is rewarding, but it can be risky without the right guidance. Managing Employees Without Fear is a comprehensive, practical guide for managers seeking to lead teams effectively while complying with employment laws. Workplace attorney Adam Rosenthal walks readers through the full employee lifecycle, from hiring and onboarding to discipline, performance reviews and terminations. The book covers essential topics such as harassment prevention, implicit bias, managing remote workers and having difficult conversations, all presented in a clear, step-by-step format. Packed with real-world insights and practical tools, this is an indispensable resource for managers who want to lead with confidence, fairness and compliance.

**101 tough conversations to have with employees: 75 Ways for Managers to Hire, Develop, and Keep Great Employees** Paul Falcone, 2016-06-14 Products and services will change with demand, but one thing that will always be required for a company's success is having the right people working hard for you. As a manager, are you cultivating this vital resource? Is there more you could be doing? In this accessible and practical playbook, HR expert and author Paul Falcone helps take the guesswork out of this crucial element for success. In 75 Ways for Managers to Hire, Develop, and Keep Great Employees, Falcone shows managers how to: Identify the best and brightest talent Hire for organizational compatibility Address uncomfortable workplace situations Create an environment that motivates Retain restless top performers Delegate in a way that develops your staff Every HR executive has a laundry list of things they wish managers knew--best practices that would enable the entire organization to operate more effectively. Falcone's book 75 Ways for Managers to Hire, Develop, and Keep Great Employees has encapsulated all of this for you in a single indispensable resource!

**101 tough conversations to have with employees: Raise Your Team's Employee Engagement Score** Richard Finnegan, 2017-10-17 An enthusiastic workforce translates into higher productivity and profitability with less turnover and absenteeism. Fully committed workers will give their all every day--and it's your job to make that happen. Employee engagement matters in a company. That is indisputable. And love it or hate it, still the best way to calculate just how engaged your company's employees are, is the under-utilized employee engagement survey. But this shouldn't just be busy work, nor should it be underestimated how important these scores are in predicting your company's success. In Raise Your Team's Employee Engagement Score, a practical, researched-based playbook that's applicable to any type of business with staff, retention expert Richard Finnegan reveals and discusses in depth the keys to increasing employee engagement: Building trust with your team Implementing stay interviews Developing an employee value proposition Hiring employees are self-motivate Measuring progress and forecasting future engagement If you want to see real results in raising your employee engagement survey scores--at no cost--begin implementing the proven techniques in this book now.

**101 tough conversations to have with employees: The Essential Academic Dean or Provost** Jeffrey L. Buller, 2015-09-04 The go-to reference for academic leaders seeking practical answers to everyday challenges The Essential Academic Dean or Provost explains the how of academic leadership, providing a practical, comprehensive, reality-based reference for almost any problem, challenge, or opportunity. This updated second edition includes new chapters on the difference between leadership and management in higher education, leadership in politically charged environments, effective strategies for making decisions, and working with associate deans or provosts, plus new case studies, new research, and ten additional chapters available on the companion website. Each topic deals concisely with the most important information deans and provosts need when faced with a particular situation, providing both a comprehensive guide to academic leadership as well as a ready reference to

be consulted as needed. The role of a dean or provost at a modern university is extremely complex, involving budgeting, community relations, personnel decisions, management of a large enterprise, fundraising, and guiding a school, college, or entire institution toward a compelling vision of the future. The details academic leaders have to deal with are numerous and critical, and every little thing matters. This invaluable guide provides the answers you need when you need them, and gives you framework for successfully navigating your job's many competing demands. Build support for a shared vision of the future Interact effectively with different internal and external constituencies Learn decision-making techniques specific to the academic environment Set, supervise, and implement a budget that allows your programs to flourish Academic leaders need a handy, focused reference that provides authoritative answers to the many issues and questions that arise every day. With proven solutions to a multitude of challenges, The Essential Academic Dean or Provost shows academic leaders what they need to know in order to successfully guide their institutions into the future.

**101 tough conversations to have with employees: The First-Time Manager: HR** Paul Falcone, 2024-05-21 The must-have resource for HR managers who want to lessen the learning curve, succeed in their role, and set themselves up for future growth. The world of work continues to grow more complex with hybrid work, a shortage of talent, and a mandate for more inclusive environments where employees can do their very best work every day with peace of mind. These changes have created many exciting opportunities but also carry big risks for HR managers on the front lines in organizations in transition. Bestselling author and Human Resources expert Paul Falcone breaks down the landscape for new managers to quickly get up to speed covering recruitment, employee relations, compensation and benefits, "HR Defense" legal and compliance strategies to keep your organization safe, as well as "HR Offense" strategies to help drive organizational strategy and performance. This one-of-a-kind guide will: Round out your exposure to the full gamut of disciplines within the HR suite of services. Share deeper-dive knowledge and insights into particular areas of the HR world to shortcut the natural learning curve. Maximize certain features of HR programs and service offerings to help you attract, develop, and retain top talent. Raise red flags in areas that could potentially expose you or your organization to unwanted legal liability. Help you master the levels of HR so that you can perform agilely and skillfully across the full HR spectrum.

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