

# Performance Management & Disciplinary Actions

## *Growing People While Protecting the Organization*

Effective performance management is not simply about discipline or documentation (the Performance Appraisal). It is about intentionally investing TIME into people through coaching, accountability, feedback, growth, and support.

### Supervisors GET to:

- Protect the Organization
- Grow the Employee

### Performance Management Cycle

1. Setting Clear Expectations
2. Coaching & Development (Growth)
3. Providing Timely Feedback
4. Genuinely Reviewing & Recognizing
5. Repeating the Process Consistently

### Feedback Feeds Growth

Feedback should not be limited to annual evaluations. Timely, intentional, and genuine feedback helps employees know whether they are on the right track or where improvement is needed.

Recognition reinforces (stimulates) positive behavior while corrective feedback creates opportunities for growth. In other words, giving feedback to someone either helps provide helpful/corrective direction OR reinforcement that they are on the right track to encourage them to keep doing more of it.

Without feedback Direction, Creativity and Growth can disappear.

### Discipline Reimagined

The root of DISCIPLINE is DISCIPLE — student, learner, follower. Discipline should not simply be punitive. When approached effectively, it becomes a tool for teaching, accountability, development, and team growth.

### Key Reminders for Supervisors

- Employees should never be surprised by discipline or termination
- Address issues early and consistently
- Focus on the (behavior) issue — not the person
- Document fairly, objectively, and consistently
- Coaching should happen before formal discipline whenever possible
- Leadership (demonstration) matters more than authority alone
- Invest the TIME – Taking Intentional Moments to Engage

### Supervisor Reflection Questions

- Did the employee clearly understand expectations?
- Have I provided coaching and support?
- Have I documented consistently and fairly?
- Am I helping this employee grow?
- Am I balancing accountability with dignity and respect?
- Have I partnered with HR when I have questions about Performance Management and/or Disciplinary Actions?

***You (and your employees) are each at the heart(beat) of your organizations and are daily impacting something bigger than self.***