



ADDRESSING BEHAVIOURAL ISSUES WITH EMPLOYEES

Cor_2001_Addressing behavioural issues with employees

The types of behavioural issues you might experience with your employees may include:

- ✗ Bullying or appearing to be a threat
- ✗ Being rude
- ✗ Being aggressive when communicating
- ✗ Self-centred behaviours such as not considering other colleagues
- ✗ Late or little attendance
- ✗ Lack of engagement
- ✗ Inappropriate or offensive language use or bad attitude
- ✗ Being disruptive
- ✗ Inappropriate touching in the workplace
- ✗ Showing disrespect towards others
- ✗ Refusing to participate in work activities (without valid reasons)
- ✗ Criticism of others in a disruptive manner



There is no excuse for employees who are not behaving appropriately at work. This is why it is easy to label them as having a bad attitude or poor ability to contain themselves.

As an employer it is good to try to understand that sometimes employees can have a lot on their plate and that maybe they feel there is an understandable reason for their inappropriate behaviour. However, it is still your responsibility to identify these behaviours to prevent further escalation into establishing a workplace culture inappropriate behaviour.



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WHAT STEPS CAN YOU TAKE TO ADDRESS BEHAVIOURAL ISSUES?

Identify the problem – if a complaint has been made about a staff, learn who it is, and what the problem is. Equip yourself with the knowledge to address the situation. It is good to be sure that you are certain you know exactly which employee is displaying behavioural issues before you bring them into your office for a chat.

Address the problem – Invite the employee to your office and express your concerns. Give them a warning and let them know why their behaviour is an issue.

Use effective communication tools – Give productive criticism, feedback and advice in the first person. Let them know that you are the one that is unhappy with their behaviour but that you will be the one that will help or guide them to develop better behaviour.

Reach an understanding and full agreement – reaching an understanding means that the employee understands what they are doing wrong is wrong and why. Agree to make certain changes or efforts to change the behaviour.

Monitor employee's progress – Keep an eye out on the employee and randomly check up on them in a discrete or non-obtrusive manner to make sure they are abiding by your agreement.

Schedule a follow up meeting – after a substantial time has passed, arrange a follow up meeting with your employee to discuss their progress and to address any barriers they might be facing. If they require professional assistance you might like to refer them to your companies EAP or to a professional counsellor or psychologist.



Booking an appointment with a Pure Insights practitioner

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