

# HANDLING POOR EMPLOYEE PERFORMANCE

Peritum Agri Institute

PERITUM  
AGRI INSTITUTE




# What We Will Learn Today

## ESSENTIAL KNOW-HOW

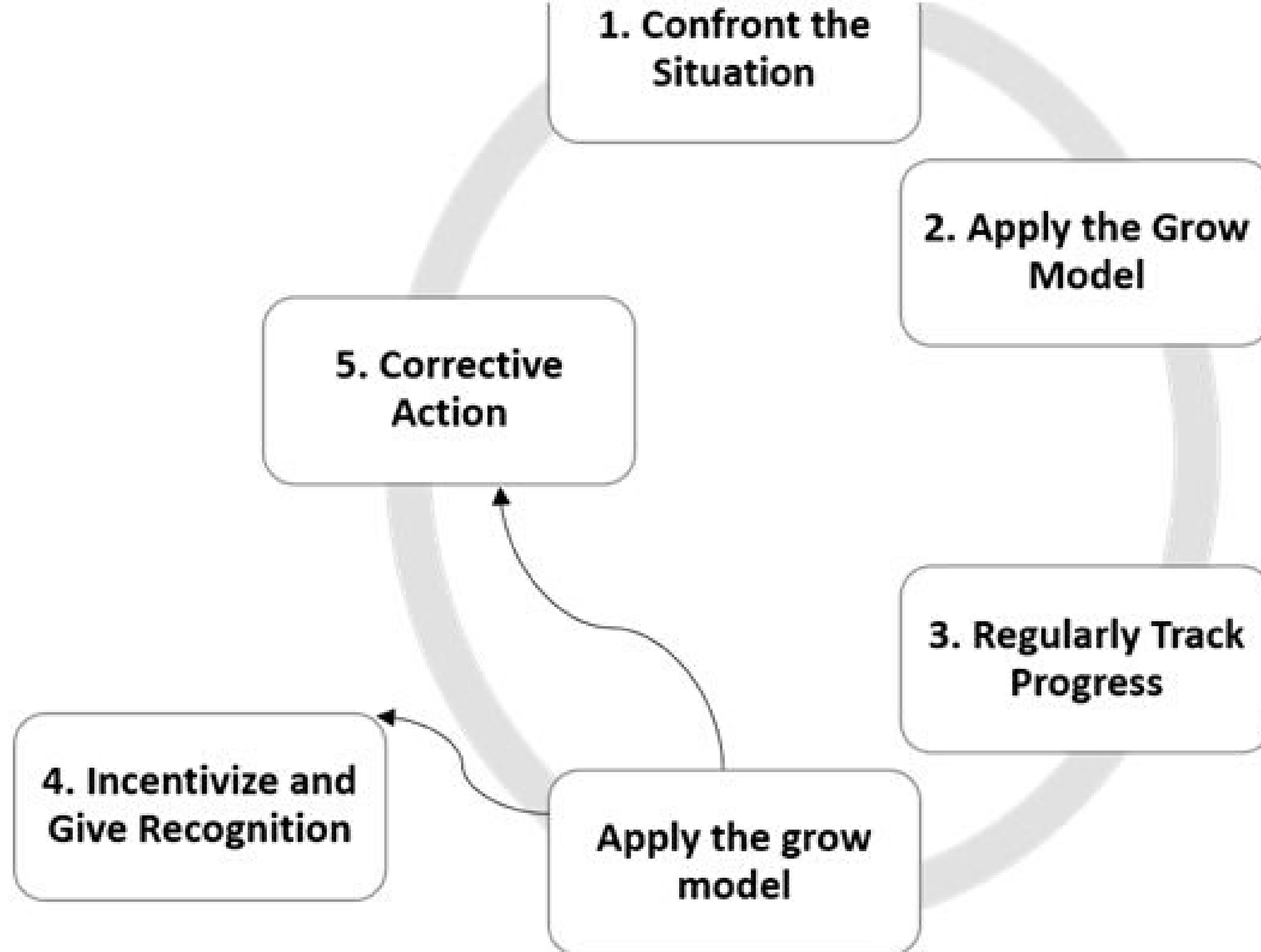
---

How to handle Poor Employee Performance  
Steps in handling poor employee performance  
GROW Model



When an employee truly understands the meaning of his work and gets recognition for his efforts he performs the best.

Author Abhishek Ratna



# Steps in Handling Poor Employee Performance

A woman with blonde hair, wearing a blue blazer, is looking directly at the camera with a serious expression. In the background, another person is partially visible, looking down. The scene is set in an office environment.

# **1. Confront the Situation**

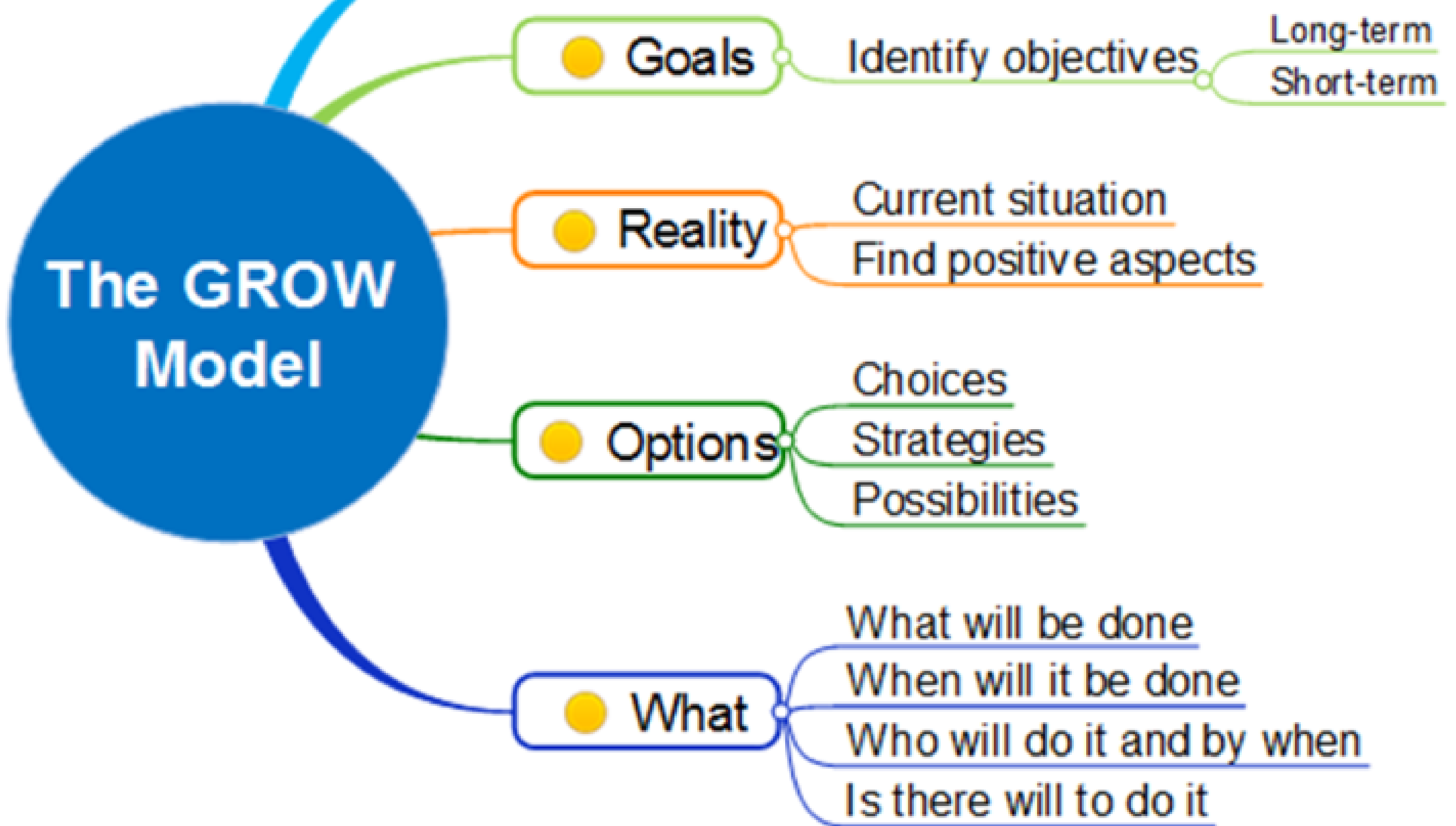


**Do this as early and as often  
as possible.  
Structure and schedule time.**

**NB: Establishing if the  
problem is poor performance  
and not misconduct.**



## **2. Apply the GROW model**







**G**

Goal setting for the session as well as for the short and long term.



**R**

Reality checking to explore the current situation.



**O**

Options and alternative strategies,  
or course of actions.



**W**

What is to be done,  
when and by whom and the will to do it.

# WHAT TO KEEP IN MIND

1. Meeting with the employee to establish the causes of the poor performance.
2. Obtain the employee's reasons for the poor performance.
3. Evaluate the employee's reasons for the poor performance.



# WHAT TO KEEP IN MIND

4. Obtain commitment from the employee regarding what action he will take to rectify the problem.

5. Inform the employee of what action the employer will take to assist in that process.

6. Agree on a reasonable time for improvement.



# PERFORMANCE



## **3. Regularly Track Progress**

**This is where you can address things like:**

---

**PROFESSIONALISM AND TACT  
ASSERTIVENESS**

**BUSINESS ACUMEN**

**OPPORTUNITIES FOR PROFESSIONAL  
DEVELOPMENT/TRAINING**

**TIME MANAGEMENT**

A photograph of two men in an office setting. The man on the left has long blonde hair and is wearing a dark blue sweater over a collared shirt. The man on the right has short dark hair and is wearing a light blue dress shirt and a dark tie. They are both looking at a document held by the man on the right. In the background, there are framed pictures on the wall and a window. A large, stylized sunburst graphic is overlaid on the image, with a yellow needle pointing to the right. A semi-transparent white box with black text is centered over the image.

**Follow up and monitor the progress,  
allow reasonable time for improvement.**



## **4. Incentivize and Give Recognition**



# TRY THESE SMALL, BUT APPRECIATIVE TACTICS:

- PRIVATELY PRAISE GOOD WORK IN ONE-ON-ONE'S
- GIVE CREDIT TO EACH PROJECT PARTICIPANT WHEN SHOWCASING DEPARTMENTAL WORK IN FRONT OF THE COMPANY.
- RECOGNISE HIGH PERFORMANCE AT DAILY STAND-UPS

A professional meeting scene with three people. On the left, a woman with dark hair in a light blue button-down shirt looks down. In the center, a man with glasses and a dark suit jacket looks at a document. On the right, a woman with blonde hair is seen from the back, also looking at the document. The background is a bright window with a view of a city.

## **5. Corrective Action**



**While you can do everything to try and motivate an under performer, at some point, individual shortcomings will impact the team and company. Termination is never easy, but as a manager, it's your duty to ensure you have the best team in place to meet your goals and succeed.**



**Addressing poor work performance on your team comes with the job of being a manager. By getting to the root of the issue and prioritising regular communication, you can save yourself, the employee, and your team a lot of misery in the long run.**





# PERITUM

AGRI INSTITUTE