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Perfect Phrases for Documenting Employee Performance Problems (Perfect Phrases Series)

Anne Bruce

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Whether it's interviewing for a job, evaluating employee performance, setting goals for the future, or keeping customers happy, the Perfect Phrases series has the tools for precise, effective business communication. Distilling complex ideas into specific phrases that diplomatically and honestly depict the concepts at hand, this invaluable series provides:

- Ways to enhance customer service in any business
- Dialogues and scripts to practice interactions with customers or employees--tailorable to any industry or company culture
- The best answers to a wide range of interview questions
- Tips for documenting performance issues and conducting face-to-face reviews

This quick-reference tool is perfect for managers who need to find effective ways to document performance problems and then be able to offer practical, helpful feedback to those individuals.

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