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document and correct inadequate  
performance. While this book provides  
sound guidance on delivering evaluations,  
many of the proposed "perfect" phrases

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fail to indicate performance problems in an appropriate or constructive manner.

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The term itself, perfect phrases, is used to help you to document specific performance problems quickly, but they

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become even more effective when adapted and honed to fit your specific industry or management needs. Documenting anyone's performance problems isn't easy. It takes time and effort by both the manager and employee involved.

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About the Author Anne Bruce is a nationally recognized speaker, workshop leader, and author. Her books with MHP include "Motivating Employees" (Briefcase), "Be Your Own Mentor" (Briefcase), "Building A High Morale Workplace" (Briefcase), "How to Motivate

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Employee Performance Problems provides  
negative examples of terminology used to  
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fail to indicate performance problems in an appropriate or constructive manner.

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About the Author Anne Bruce is a nationally recognized speaker, workshop leader, and author. Her books with MHP

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include "Motivating Employees"  
(Briefcase), "Be Your Own Mentor"  
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explains in detail the disciplinary process and provides ready-to-use documents that eliminate stress and second-guessing about what to do and say. Revised to reflect the latest developments in employment law, the third edition of *101 Sample Write-Ups for Documenting Employee Performance Problems* includes expertly crafted, easily

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project manager, department head, or  
CEO, you have to choose the perfect

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words to inspire real teamwork. This quick-reference guide addresses all the issues you could possibly encounter working with a team-offering hundreds of ready-to-use phrases for every situation. From managing interpersonal conflicts to motivating an entire company, you'll find the exact words you need to: Get people to

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work with, not against each other Use  
positive feedback to promote and reward  
teamwork Inspire communication at every  
level of the team Build a winning team  
mindset that can't lose! The key to  
successful collaboration is right here at  
your fingertips-in this easy-to-use, subject-  
by-subject collection of empowering words



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Perfect Hiring arms you with the right  
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