



VERBAL DISCIPLINE WARNING DOCUMENTATION

All verbal discipline documentation should include:

- the employee's name
- the date of the verbal warning
- the specific behavior discrepancy
- a specific statement of the expected performance
- any explanation given by the employee or other information that is significant

Sample verbal warning

"I spoke with _____ (name)
on _____ (date/time)
about _____ describe the specific behavior
discrepancy.

The employee's response was:

My response to the employee was:

For a free 30-minute consultation on coaching an employee
about a behavior discrepancy, [click here](#).