

## Counseling Form

Counseling Date: 21.12.2021

Name of Employee: <u>Muhammad Ishaq</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Ahsan Iqbal</u>	Supervisor Title: <u>IO</u>
Job Location: <u>Khalsa-2 - City-Pesh</u>	Incident Date/Performance Period: <u>Oct, 2021</u>

This counseling session is being held because of the following;

- Attendance/Absenteeism       Insubordination       Poor Performance  
 Non Serious and Casual Attitude       Tardiness and Late Comer       Weak Supervision Skills  
 Violation of leave policy       Unprofessional Attitude       Neglect of Duty  
 Other (Specify) \_\_\_\_\_

Nature of Incident: Rude behaviour with subordinates.

Corrective Action: Mr. Ishaq should display a more tolerant behavior towards his subordinates. In case a staff member misbehaves/doesn't complete tasks, file a formal complaint, instead of showing aggression.

Employee Comments: Dear Sir, As we manager I am, and I will be always - Play positive & good, Pleasant behavior toward my Staff - Thank

Counseling is intended to be a constructive process to assist you to identify, discuss and remedy aspects of your job performance or conduct that need improvement. As noted above, these aspects have been discussed with you and require your immediate attention.

Failure to correct your conduct/performance may lead to further administrative action including discipline.

[Signature] 21/12/2021  
Signature of Employee / Date

[Signature]  
Signature of Supervisor / Date

[Signature]  
21-12-2021