

## Counseling Form

TRAINING  
CONSULTING

Counseling Date: 23.1.2024

Name of Employee: <u>Nadia نادیا</u>	Job Title: <u>CHW</u>
Supervisor Name: <u>محمد شعیب</u>	Supervisor Title: <u>AS</u>
Job Location: <u>سہلی</u>	Incident Date/Performance Period: <u>23.1.23</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:

Counseling Session UC Samali

کو سنلنگ سیشن یوسی سہلی

Corrective Action:

بیمار نے جو اختلافات تھے وہ بیمار نے آفس کے درمیان بات چیت سے حل ہو گئے۔ اور ہمیں ایک دوسرے سے کوہپرا مائنڈ کرنا چاہئے۔

Employee Comments:

ہمیں ایک دوسرے کا خیال رکھنا چاہئے۔ ایک دوسرے کا احترام کرنا چاہئے۔

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.

N 23.1.24  
Signature of Employee / Date :

M. Shai  
Signature of Supervisor /

Date

Original to: Employee  
Copies to: Employee's Official Personnel File in Human Resources  
Immediate Supervisor