

## Counseling Form

TRAINING & CONSULTING

Counseling Date: 06/01/22

Name of Employee: <u>BUSHRA</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. NATMA</u>	Supervisor Title: <u>IO</u>
Job Location: <u>KEHKAISHAN - II SADDAR SOUTH</u>	Incident Date/Performance Period: <u>in the form of last approved</u>

This counseling session is being held because of the following:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Attendance/Absenteeism                     | <input type="checkbox"/> Insubordination          | <input checked="" type="checkbox"/> Poor Performance        |
| <input checked="" type="checkbox"/> Non Serious and Casual Attitude | <input type="checkbox"/> Tardiness and Late Comer | <input checked="" type="checkbox"/> Weak Supervision Skills |
| <input type="checkbox"/> Violation of leave policy                  | <input type="checkbox"/> Unprofessional Attitude  | <input type="checkbox"/> Neglect of Duty                    |
| <input type="checkbox"/> Other (Specify) _____                      |   |   |

Nature of Incident: She has few problems regarding her conduct/behavior to achieve desired results. Intensity of work must be improved. all points discussed.

Corrective Action: 1) You will form as of the family capital 2) Improve quality relationship of parents 3) will further discipline of given work. Improve her self

Employee Comments: I will do my best for next time. will focus on weakpoint - and will never repeat this kind problems.

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.

Bushra  
 Signature of Employee / Date 06/1/2022.

[Signature]  
 Signature of Supervisor / Date 06/01/22

Original to: Employee  
She will improve report of conduct - means dry copying and intention to reply her.