

## EMPLOYEE FORMAL COUNSELLING RECORD

Employee's Name:		Employee's Number:	
Date        /        /        Time:		Place:	
Those present at the counselling session:			
<u>Name</u>		<u>Position held</u>	
1.			
2.			
3.			
4.			
Reason/s for counselling session as stated to the employee:			
Employee's response:			
Improvements required and date to be achieved by:			
Date improvements to be reviewed:        /        /			
Consequences of not achieving improvement/s:			
Signatures of those present:			
1. ....		3.....	
2.....		4. ....	