



Warning Signs and Indicators

In each of the categories provided, list as many warning signs or indicators as possible. Use those that you have seen yourself or heard about from a colleague. These warning signs do not by themselves mean that an employee has a specific problem, however if they represent changes from usual behavior or conduct they should be cues or red flags to of an emerging problem.

These warning signs represent an excellent opportunity to refer the employee to the EAP for assistance.

Absenteeism	Safety
Performance	Behavior



Roadblocks and Pathways to Action

What prevents supervisors from taking action with a troubled or problem employee?

Please list all the reasons and excuses supervisors use to avoid talking with an underperforming or troubled employee.

What strategies and tactics can a supervisor or manager use to move to overcome the identified roadblocks?

Please list the strategies and tactics a supervisor can employ to address poor performance, problem behavior, or workplace impairment.
