

University of Maine System
Supervisor Development Institute (SDI)

Handling Performance Problems

Purpose

The purpose of the *Handling Performance Problems* module is to inform supervisors of their role, discuss the importance of documentation, share informal tools, and outline the formal progressive discipline process, when addressing employee performance and behavioral issues.

Learning Objectives

As a result of participating in this module, supervisors will:

- Understand the supervisor's roles and responsibilities in handling performance problems.
- Understand and be able to apply informal and formal methods to address performance and behavioral issues.
- Understand and be able to apply progressive discipline
- Become aware of resources and tools to assist in handling performance problems.

