

Use the Proactive Reengagement App to manage all aspects of the Reengagement Process:

PROCESS

Prepare for the difficult Conversation (Figure 1)

Print and use the 'Conversation Notes' at the difficult conversation (Figure 2 & 3A)

Update the main record with the employee's feedback and comments (Figure 1)

Print and issue the 'Draft Summary of Meeting' (Figure 2 & 3B)

Make and final amendments to the record and approve (Figure 1)

Print, issue and file the Agreed Summary and Outcomes (Figure 2 & 3C)

Benefits:

1. Consistent process
2. Defendable process based on reasonable management action
3. Proactive
4. Simple User Interface
5. Practical HR support for line manager to prepare, facilitate and manage business problem
6. Minimal paperwork
7. 20 years success in re-engaging staff, resolving problems and defending management actions

Figure 1: App User Interface

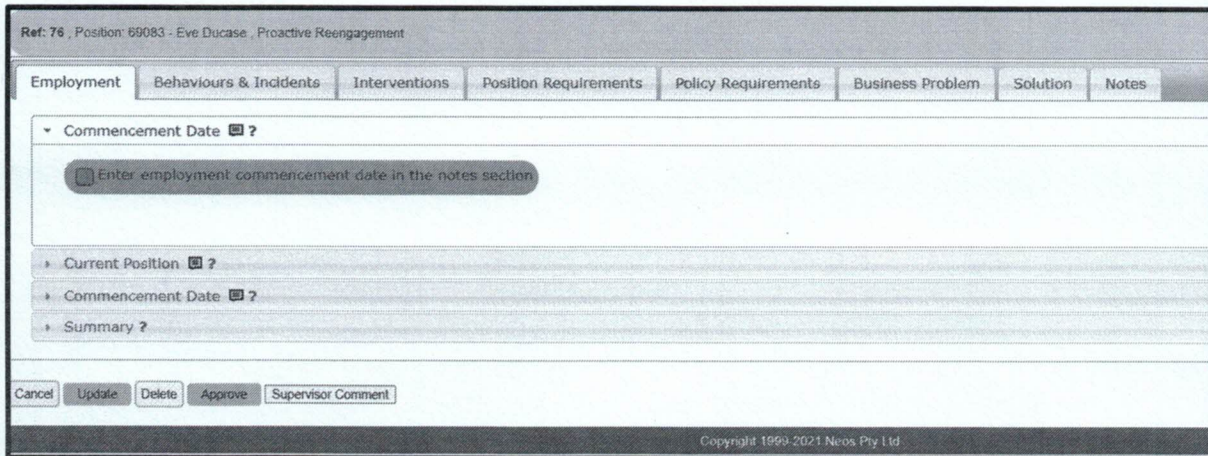


Figure 2: App Automated Report Options

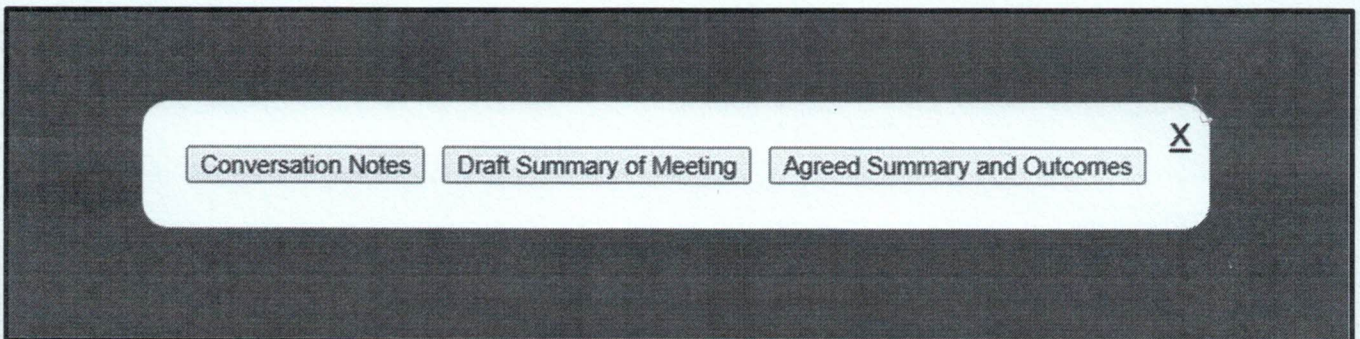


Figure 3A

Conversation Notes

Employee Name: Eve Ducase
Employee Number: 69083

Introduction
I have called this meeting today to discuss a range of issues that have developed recently. I want to start this meeting by reviewing your employment history, confirming the facts, and making sure my understanding of the situation is correct.
.....

Figure 3B

Draft Summary of Meeting

Employee Name: Eve Ducase
Employee Number: 69083

Introduction
The meeting was called to discuss a range of issues that had developed recently.

The meeting started by reviewing your employment history, confirming the facts, and making sure our joint understanding of the situation was correct.
.....

Figure 3C

Draft Summary of Meeting

Employee Name: Eve Ducase
Employee Number: 69083

Introduction
The meeting was called to discuss a range of issues that had developed recently.

We agreed understanding the past was only so we can focus on the future. As agreed, a draft summary was reviewed by you and any inaccurate were discussed.
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