



# BigRedF Verbal Coaching Form

EMPLOYEE NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

DESCRIPTION of CONDUCT:

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POLICY or PROCEDURE:

Attendance

Customer Relations

Fighting/Violence

Payment Transactions

Technique

Employee Relations

Harassment

Sales Procedures

Punctuality

Insubordination

Drug/Alcohol/Hungover

Personal Conduct Policy

Language

Personal Appearance

Safety Policy Violations

Other:

COACHING and/or PRAISE PROVIDED:

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By signing below, I acknowledge that a verbal coaching conversation with the employee listed above took place.

MANAGER SIGNATURE: \_\_\_\_\_

WITNESS SIGNATURE (if applicable): \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_

\_\_\_\_\_