

Characters

Human Resource Manager : Mrs Rob Warley / Kellen
Employer : Samantha Armstrong / Sophie
Employee : Alison Smith / Michaela

SCRIPT.....

Ms Warley

Good morning Samantha and Alison, my name is Ms Warley and I have called this meeting this morning in order to resolve conflict within the work place between both yourself Samantha and also Alison. Now before I begin I would like to inform you both that this meeting is in no way intended to make either of you unhappy. I hope that this meeting will find a way of moving forward into the future and allow Alison to work safely within her job description. To begin this meeting I would like to ask Samantha to inform us of your concerns with Alison and her performance.

Samantha

Okay I would like to begin by saying, Alison I have filled a report regarding your performance in the workplace. I feel as though you have dramatically decreased your performance within the last 3 months. Lately you have been arriving late to work and you continually have poor concentration and errors present within your work. I have had numerous complaints lodged against you, regarding swearing, leaving early and taking extended lunch breaks. The staff at our store feel uncomfortable working alongside you and I am extremely determined to find a way to improve this situation. Once again you are a valuable member of our company and I would hate to see such talent wasted.

Ms Warley

Okay, thank you Sam. Alison I would like to give you a chance to reply to these accusations. I have also noticed you have issued a letter to myself regarding your concerns with the performance of our management, would you also mind explaining this.

Alison

Yes, I have recently become concerned with the way this company is heading. I feel as though I am not progressing within the industry and I do not feel my career is heading in the right direction. I have found myself to become unmotivated and I can not do my job properly. The management of this company has deeply impacted myself. Because I am unable to grow as an employee I am lacking the motivation and drive in which I have possessed in the past. My hours have been dramatically decreased and the company is very unprofessional when it comes to this problem and I don't feel like my voice is being heard.

Ms Warley

Thank you Alison for your answer. Now I am sure you are both aware that HR is all about finding solutions to situations which you both find yourself in. Therefore I am going to try my hardest to find a resolution to this situation so you can both work effectively together into the future. Samantha how do you believe we can restructure Alison's job design to help motivate her.

Samantha

I believe we should start by rotating duties more often, that way Alison isn't becoming unmotivated and losing concentration because she is doing the same job everyday. If I can see further improvement from this, I would like to team Alison up with one of our model supervisors so she is able to learn some new responsibilities in order for her to become ready to move into the next level of her job.

Ms Warley

Yes I believe that is a great start Samantha, how do you feel about this Alison?

Alison

I would be very happy to rotate duties more often and i believe this will defiantly help me to become more motivated. I am also excited about learning some new responsibilities which will not only help me in the work place but also outside of the workplace.

Ms Warley

Okay now that everybody is happy with this outcome I would like to ask you Samantha to conduct a performance review in the next 3 months in order to make the decision regarding the future of Alison within our business. Alison this review is monitory after a situation like this and is designed in order to help you achieve your goals with our the business, we believe you are an excellent asset to our company and would not like to see you leave. If your performance improves by this next meeting the matter will be resolved and you will be able to resume work as normal. However if you are unable to achieve these goals and your performance is still heading in the wrong direction, further action will be taken and dismissal will mostly likely occur. Thank you both for meeting with me today and I look forward to hearing from you both in the near future.

Alison & Samantha

Thankyou Mrs Warley

Both characters walk out of room.