

# Supervisor Roundtable Series

Disciplinary Action: Soft Skills and Hard Conversations

## Part 1: Building the Foundation (Connection)

Radical Candor & Feedback

Human-First 1-on-1s

Clear Context & "The Why"

Recognition & Inclusion

Grant Autonomy & Support

*Goal: Create psychological safety so that when hard conversations happen, they are built on a foundation of trust.*

## Part 2: Delivering Hard Feedback or Discipline

Prepare Thoroughly

Be Direct & Clear

Context & Impact

Listen to Understand

Agree on Path Forward

*Tip: Avoid the "Compliment Sandwich." State the issue immediately and focus on data-driven facts.*

## Policy & Procedures (Weber State PPM)

### PPM 3-33: Discipline (Staff Employees)

Outlines the corrective action process and formal disciplinary steps for staff.

### PPM 3-31: Staff Employee Grievances

Provides the formal procedure for staff to appeal disciplinary actions or resolve workplace conflicts.

### PPM 9-11: Faculty Informal Conciliation and Formal Grievance Procedures

Outlines the processes for resolving faculty disputes and grievances through informal or formal channels.