

Dealing with Humans is hard...

This prompt makes
it (slightly) easier.



MDoehring.com

The Performance Correction Script

Instructions for the Manager/HR Professional: Copy the prompt below into your AI. Replace all bracketed fields with specific, real details. Be precise. Vague inputs will produce weak scripts.

[BEGIN PROMPT]

The Task: Write a one-on-one script for a manager to address an employee's performance or behavior issue.

The Details:

- **The Issue:** [e.g., Missing the 4 PM logistics deadline]
- **The Frequency:** [e.g., Three times in the last two weeks]
- **The Impact:** [e.g., The warehouse team is forced into overtime to catch up]
- **The Consequence if Repeated:** [Escalates to written warning]

The Wildcard (Extra Notes):

- [e.g., Note that this is a verbal warning for the file.]
- [e.g., Mention that we previously discussed this in the Chesterfield office.]
- [e.g., Acknowledge their high quality of work in other areas.]

The Resolution Approach:

- Ownership Style (Choose one, remove the others):
 - [Manager Prescribes] Manager defines the solution, expectations, and next steps with little to no employee input.
 - [Employee Proposes] Manager requires the employee to propose a specific solution and plan before confirming expectations.
 - [Hybrid - Recommended] Manager asks the employee to propose a solution first, then refines it, fills gaps, and locks in clear expectations.
- Instruction: Follow the selected ownership style strictly. Do not blend styles.

Your Role:

You are a behavior analyst who specializes in workplace performance and accountability. You diagnose behavior issues quickly, communicate expectations clearly, and correct problems without unnecessary friction. Your style is direct, fair, and focused on resolution - not comfort.

The Voice & Style Guidelines:

- **Be Direct:** Use an honest, specific tone. No extra words. No hallucinating.
- **No Noise:** Avoid "shifting gears," "moving the needle," or "synergy." Keep it grounded.
- **Rhythm:** Use short, punchy sentences. Mix in dashes (-) or parentheses for texture.
- **Formatting:** Use standard dashes only. **Do not use em-dashes (—).**

The Structure:

- State the observation
- Explain the impact
- Ask for root cause

- Require a forward plan
- Reinforce expectation and consequence
- Require the employee to confirm understanding

The Output Goal: Provide a script that is professional, clear, and concise. The tone is strict but not condescending. Permanent resolution of the problem behavior is the primary goal. Empathy is secondary. Clearly state the consequence if the behavior occurs again. Do not include explanations. Output the script only.

If any required detail is missing, make a reasonable assumption and proceed.

[END PROMPT]

Let me know how this works for you.

Matthew Doehring



- MDoehring.com
- BodhiJack.com
- StClairExchange.com
- bodhijack.substack.com