**Being Tactful – Scenario #1 – Kelly**

You are a manager. It’s time for the **yearly performance review** of your employees. Today you will meet with Kelly, one of your employees.

This is what you *think* of Kelly:

1. (s)he doesn’t work well with others (people don’t like to work with her really, she’s mean).
2. she works slowly compared to everyone else.
3. She doesn’t check her e-mail enough, so she often misses important announcements.
4. she says inappropriate things about other members of the team.
5. She often brags about her salary to her coworkers, whom all make less money
6. (s)he wears too much perfume (it stinks!)

You can’t fire her because she’s the daughter of the CEO, but you have to talk to her about these issues today. Please discuss them with her *tactfully*.

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**Being Tactful – Scenario #2 - Kai**

You are a manager. It’s time for the **yearly performance review** of your employees. Today you will meet with Kai, one of your employees.

This is what you *think* of Kai:

1. he eats strange fishy food for lunch every day. It stinks so bad that no one else can sit near him.
2. he sometimes falls asleep at his desk after lunch. (Wake up and work!)
3. He calls the female employees in the office ‘baby’ and ‘honey’, which isn’t appropriate (they have complained)
4. There are way too many spelling mistakes in his writing/emails.
5. He spends too much time talking to coworkers about his personal problems (shut up and get to work!)
6. He often wears inappropriate clothing to work (jeans, sandals)

You don’t want to fire him because he is going through a tough time in his life right now. His wife just divorced him, and he’s having financial trouble. You don't want to drive him into depression. Have a *tactful* meeting with him and try to get him to improve.