**Pre-interview One-on-One Session Notes**

**My approach:**

Goal :

-To change William's attitude into positive again

Reality : He's turning negative in working and sharing his experience and knowledge to other staff recently.

Options :

-Offer him a counselling

-Provide him a workethics training

-Advice him to resign

-Transfer William's position to the online market department

Will :

**Topics to discuss:**

1) The thing which made William's attitude negative

2) His thought about online market

3) Workethics

4) His vision, will

**Plans and how to achieve them:**

1) Give him a chance to make a portpolio in terms of online market's potential then submit it to the management.

2) Hold a get-together in the name of team spirit at next saturday

3) Let him have a counselling this Thursday.

**Plan for a review:**

We will meet again after a month, and find out whether our efforts work.

If not, we will try to find another solution