CONVERSATION 1 KIND COMMENT

"Hey Anna, you missed our Zoom call this morning, is everything okay?"

CONVERSATION 2 OBVIOUS OPPORTUNITY

"Anna, I've mentioned your attendance on all-hands meetings a few times ... what's the pattern here?"

CONVERSATION 3 DIRECT DISCUSSION

"Anna, your absence from important meetings is starting to affect the team. Can we talk about how to resolve this?"

CONVERSATION 4 CLEAR CONSEQUENCE

"Anna – If your ability to attend meetings doesn't change, we will have to question your commitment to the role."

CONVERSATION 5 CONSIDERATE CHANGE

"Anna, this is your final warning to improve your attendance at company meetings. Your absence is causing friction – it's unacceptable. We've had this conversation before and there hasn't been an improvement."