

Performance Conversation Guide

Instructions: Prior to your performance conversation, use this worksheet to plan.

Define the Situation

What do you see as the issue, challenge, or problem?

State Your Intentions

What would you like to achieve in this conversation?

Predict Your Employee's Perspective

How do you think your employee sees the situation? Do they see an issue, roadblock, problem? How would your employee define their reality?

Prepare Questions

What will you ask to keep the discussion moving?



Instructions: After the conversation, reflect on how it went.

Reflect

What went well during the conversation?

What was challenging about the conversation?

What will I continue to do in future conversations?

What will I not do in my next conversation?



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TOOLS