



Don't wait until the end of the year to communicate something that could have been addressed today.

SUPPORT TEAMS

Manager Question:

Am I providing the guidance, resources, feedback, and support my team needs to finish the year successfully?

Consider:

Does my team know our department priorities?

Who needs additional coaching or training?

Am I recognizing good performance?

Am I addressing performance concerns early enough to give employees an opportunity to improve?



Team Member Question



Do I know my own goals?

Do I know where I need support, and have I communicated that need to my manager?

What is one area of my work I can improve before the end of the year?

Am I taking advantage of available training and feedback?

Kind regards,
HR People Value Team