

Performance Management
Series:
Coaching Conversations



Be Intentional About Scheduling

- Time of day
- Day of the week
- What's scheduled before
- What's scheduled after
- Where is the meeting
- Eliminate distractions
- Block off enough time

Pre meeting self check-in



Let's do a
check-in.

ENERGY

MOOD

HUNGER

Begin by Laying the Foundation

1

- Remind your employee the goal of performance evaluation is growth and development
- Encourage a growth orientation

2

- Discuss the rating scale and criteria for each rating

3

- Discuss job expectations

4

- Explain any changes to the process or job description that may result in a change in performance score this year as compared to previous years

5

- Provide an agenda or give a sense of the meeting plan or flow

High Performers

****Please remember to invest in your high performers!*

1

- Express Gratitude
- Provide thoughtful praise

2

- Discuss Achievements
- Talk about both the what and the how

3

- Discuss opportunities for improvement

4

- Discuss pathways for career advancement and growth

5

- Ask for feedback on how you're doing as a supervisor