# Performance Management Series:

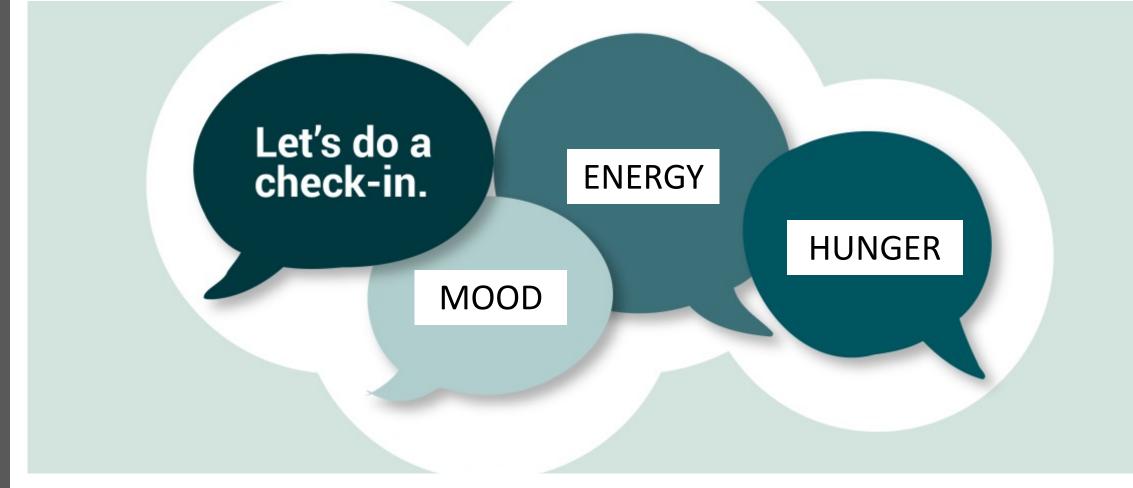
**Coaching Conversations** 



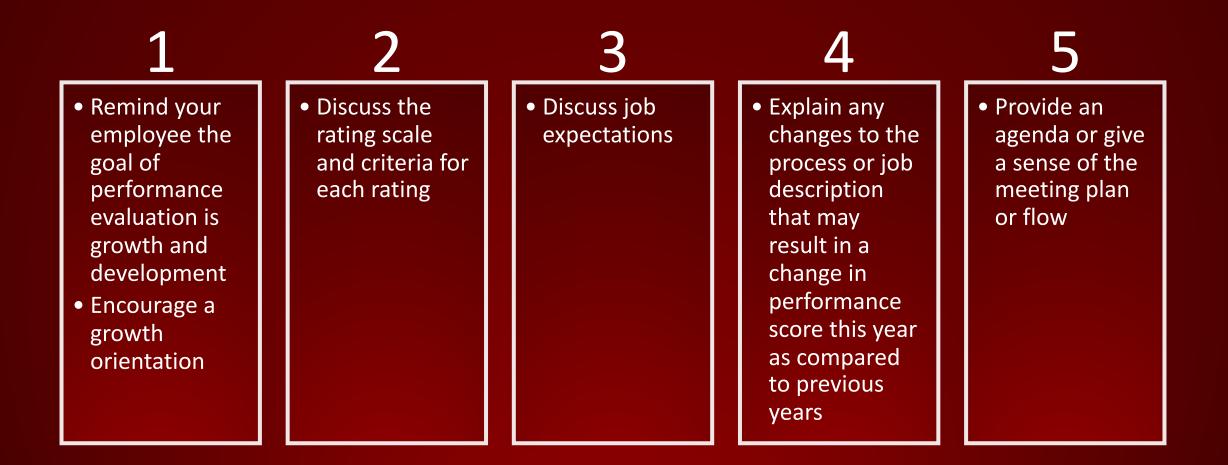
### Be Intentional About Scheduling

- 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



### Begin by Laying the Foundation



### High Performers

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

| 1  | 2  | 3   | 4  | 5  |
|--|--|---|--|--|
| <ul> <li>Express<br/>Gratitude</li> <li>Provide<br/>thoughtful<br/>praise</li> </ul> | <ul> <li>Discuss<br/>Achievements</li> <li>Talk about both<br/>the what and<br/>the how</li> </ul> | <ul> <li>Discuss<br/>opportunities<br/>for<br/>improvement</li> </ul> | <ul> <li>Discuss<br/>pathways for<br/>career<br/>advancement<br/>and growth</li> </ul> | <ul> <li>Ask for<br/>feedback on<br/>how you're<br/>doing as a<br/>supervisor</li> </ul> |