Performance Management Series:

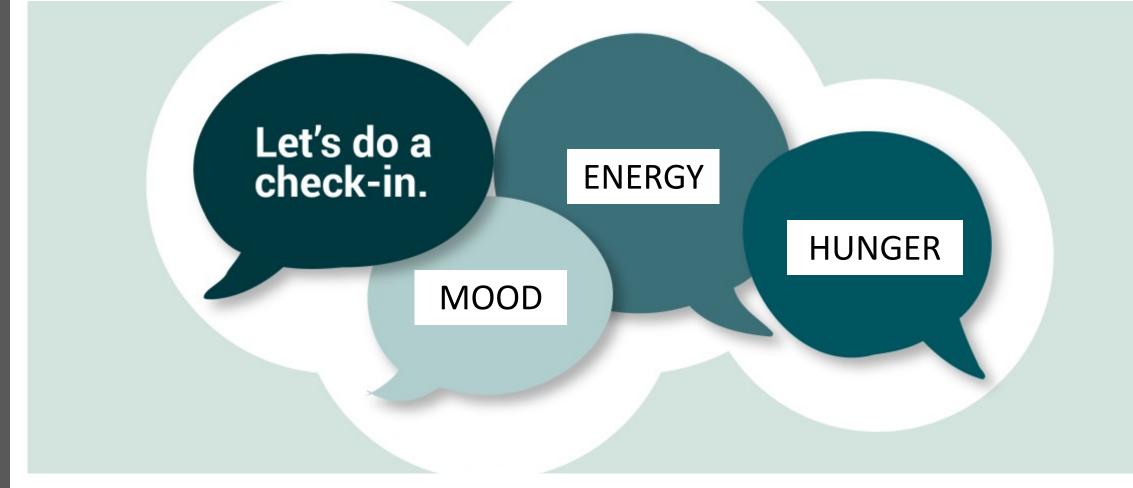
Coaching Conversations



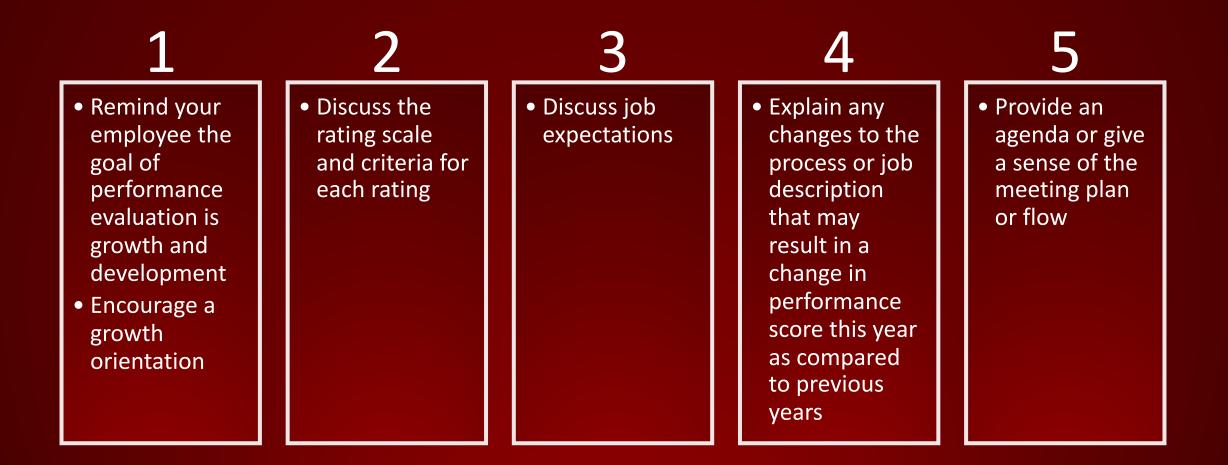
Be Intentional About Scheduling

- 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
 Express Gratitude Provide thoughtful praise 	 Discuss Achievements Talk about both the what and the how 	 Discuss opportunities for improvement 	 Discuss pathways for career advancement and growth 	 Ask for feedback on how you're doing as a supervisor