

Painless Performance Conversations Planner

Discussion with:	
Date/Time	
Explain the situation <ul style="list-style-type: none"> <input checked="" type="checkbox"/> What are the facts? <input checked="" type="checkbox"/> What is the impact of the situation? <input checked="" type="checkbox"/> Remember: Be concise! 	
Listen and probe <ul style="list-style-type: none"> <input checked="" type="checkbox"/> What open-ended questions will you ask to encourage the employee to share his or her perspective? <input checked="" type="checkbox"/> What reaction do you anticipate from the employee? 	
Find agreement <ul style="list-style-type: none"> <input checked="" type="checkbox"/> What will you ask to define the change that needs to be made? <input checked="" type="checkbox"/> How can you be sure not to force a solution on the employee? 	
Discuss alternatives <ul style="list-style-type: none"> <input checked="" type="checkbox"/> What open-ended questions will you ask to encourage the employee to offer alternatives? 	
Agree on next steps <ul style="list-style-type: none"> <input checked="" type="checkbox"/> What open-ended questions will you ask to clarify your agreement with the employee? 	
Express confidence <ul style="list-style-type: none"> <input checked="" type="checkbox"/> What will you say to convey your confidence in the employee's ability to address the issue? 	

