Growth Performance

STRUCTURED & EVIDENCE-BASED

Performance Conversation Planner

A well-run performance conversation builds trust, drives ownership, and accelerates growth. A poorly run one damages the relationship, kills motivation, and triggers anxiety. This planner ensures yours is the former.

The rule: No surprises. Everything in this conversation should have been said in some form before. A performance conversation is a summary and a forward plan, not a revelation.

MEETING DETAILS

DATE

TEAM MEMBER

MANAGER

PERIOD UNDER REVIEW:

MANAGER PRE-PREPARATION

KEY ACHIEVEMENTS AND STRENGTHS (WITH SPECIFIC EXAMPLES):

AREAS FOR IMPROVEMENT (WITH SPECIFIC EXAMPLES AND IMPACT):

EVIDENCE / DATA TO REFERENCE (PROJECT OUTCOMES, FEEDBACK RECEIVED, BEHAVIOURS OBSERVED):

MY OPENING (HOW WILL I CREATE A SAFE AND HONEST SPACE?):

TEAM MEMBER SELF-ASSESSMENT (ASK THEM TO PREPARE)

What are you most proud of this period? What would you do differently?

How are you feeling about your performance overall?

ACHIEVEMENTS VS GOALS

GOAL / OBJECTIVE	STATUS (MET/PART/NOT MET)	EVIDENCE & CONTEXT

GROWTH AREAS & SUPPORT

KEY DEVELOPMENT AREA AGREED AND WHY IT MATTERS:

SUPPORT AGREED (COACHING, TRAINING, STRETCH ASSIGNMENT, EXPOSURE):

GOALS FOR NEXT PERIOD

GOAL (SPECIFIC & MEASURABLE)	PRIORITY (1/2/3)	REVIEW DATE

WELLBEING CHECK

How are you finding the workload and pace? What would help you sustain your performance?

CLOSING & ACTIONS

SUMMARY OF KEY POINTS AGREED:

ACTION	OWNER	DUE

HOW DID THIS CONVERSATION FEEL? (MANAGER REFLECTION):

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

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