



HANDOUT

Quarterly Performance Conversations Outline for the Conversation

1. **Begin with recognition:** Accomplishments, improvements over the past quarter
2. **Establish clear expectations:**
 - a. What do you expect to be improved on over the next quarter?
 - b. What do you expect to be accomplished/worked on over the next quarter?
3. **Ask for feedback – How can I be a better manager? Request specific ideas.** Say, “As we start this new project, what’s one thing that I could do differently that would really help?” or “What’s one thing that that I can work on in the next 60 days?”
4. **Explore need for professional development or additional resources:** Ask, “How can I help you do your job even better?” or “What do you need from me to do your job even better?”
 - a. Training
 - b. Mentoring
 - c. Other resources
5. **Keep a brief performance log** to help you track accomplishments and progress on meeting expectations.