

# MANAGING PERFORMANCE

LOOKING BACK:

What have been their successes? .....

What have been the biggest challenges? .....

What have been their key learnings? .....

What are they proud of? .....

With the benefit of hindsight, what might they have done differently? .....

How has their behaviour aligned with company values? .....

LOOKING IN THE MIRROR:

Where are they in relation to their current objectives/responsibilities/targets? .....

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Are they on track to be successful or are there any issues? .....

Should their current objectives/targets be adjusted? .....

Do they have the skills they need to be as effective as possible? .....

What do they think 'good' looks like for their objectives/stretch targets? .....

What obstacles do they foresee and how will they address them? .....

What are their current strengths and opportunities? .....

What is currently getting in their way and what might resolve this? .....

LOOKING FORWARD:

What are their future aspirations? .....

What are they doing to build their own skill set? .....

What can the business do to help them be (even) more successful? .....

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What can you do as their manager to help them be (even) more successful? .....

Is there anything about the company that they would change if they could? .....

Are there any other issues that they would like to discuss? .....

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