

Performance Review Coaching Script

Hello [Team Member], and please allow me to state at the outset that I recognize your continuing hard work and effort in working on our project. Your innovations are really appreciated, and you offer different strengths to the department. Nonetheless, I have identified some new challenges, including the lateness of deliverables and the need for multiple drafts, which suggest the possibility of obstacles that could impact your experience (Hynynen, 2025). I should say that this is not a criticism of your abilities, but rather an opportunity for improvement. We should have some time to determine what could be causing these problems, whether it is the lack of understanding of the tasks expected, time management issues, or technical problems. I want to help, not only deal with consequences. Several solutions can be explored, including mentorship, paired development, or even dividing complex tasks (Chaudhuri et al., 2022). I would also enjoy collaborating with you to determine practical, measurable objectives for the next sprint and follow-up. I am confident that you can grow, and I want to help you achieve success.

References

- Chaudhuri, S., Park, S., & Johnson, K. R. (2022). Engagement, inclusion, knowledge sharing, and talent development: is reverse mentoring a panacea to all? Findings from literature review. *European Journal of Training and Development*, 46(5/6), 468-483. <https://www.emerald.com/insight/content/doi/10.1108/ejtd-01-2021-0005/full/html>
- Hynynen, E. (2025). Improving employee handover process in the middle of manufacturing projects: challenges and opportunities. <https://www.theseus.fi/handle/10024/882905>