

## **Performance Review Coaching Script**

(Team Member Name), I appreciate your commitment toward the construction project and would like to discuss how we may be able to give you support in becoming an expert in your job. Tasks such as the material inventory updates, for example, have been left unfinished or submitted late, thereby causing a delay in the subcontractors' coordination. It is not a reflection on you; the situation simply brings to light an area that requires development. Let's work through this and try to identify any roadblocks, whether process clarity, workload, or access to tools, and come up with a solution such as weekly check-ins or training that supports you with timely and precise contributions. I believe in your growth and in what great things will arise from your significant contributions toward this project's success.