Action Items

- 1. Initiate a quarterly performance review process
- 2. Define specific goals and metrics
- 3. Conduct individual evaluations
- 4. Assess team performance
- 5. Deliver constructive feedback
- 6. Support employee development and recognition
- 7. Document feedback, action plans, and goals
- 8. Track progress and provide ongoing support
- 9. Involve employees in the review process and incorporate their ideas