

Topic:
Performance
Review

	OPENING	SHARP <i>Coming in Module 6</i>			
		SHARP	POINT OF VIEW	GENERAL ACTION STEP	BENEFIT
MAIN BODY		Job Expectations	Check for understanding: What are expectations and goals for year?	Review job description—roles, responsibilities	Consult: Any problem areas?
		KEY POINT 1	SUBPOINT 1	SUBPOINT 2	SUBPOINT 3
		Current Performance	Consult: Based on expectations, how did last Q go?	Share graph of factual performance results	Congratulate on areas of strength
		KEY POINT 2	SUBPOINT 1	SUBPOINT 2	SUBPOINT 3
		Performance Development Plan	Outline areas for development	Consult: What do you need to achieve your goals?	Set measurable objectives
		KEY POINT 3	SUBPOINT 1	SUBPOINT 2	SUBPOINT 3
CLOSING		Critical to know where we excel, where we can improve	Execute development plan	Satisfaction and new opportunities	SHARP <i>Coming in Module 6</i>
		POINT OF VIEW	SPECIFIC ACTION STEP	BENEFIT	SHARP