

Topic:  
Performance  
Review

	OPENING	SHARP on teamwork	Critical to know where we excel, where we can improve	Goals, agenda, questions	Individual and team success
		SHARP	POINT OF VIEW	GENERAL ACTION STEP	BENEFIT
MAIN BODY	KEY POINT 1	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	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	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	Growth Analogy
		POINT OF VIEW	SPECIFIC ACTION STEP	BENEFIT	SHARP