Check-ins

It's very helpful and expected in our performance management framework, called Reinventing Performance Management (RPM), to check-in frequently with your team leader.

Team Members

Clarify expectations & priorities

- Clarify expectations of your role AND within the team
- Align on priorities/outcomes/timelines
- Discuss status, roadblocks, where you need help and what support you need

Solicit performance feedback

- Ask for regular feedback; seek new tasks to support development
- Understand what you're doing well and what you need to work on
- Be receptive to all feedback

Strengths, development, well-being

- Share what energizes you and how you can play to your strengths more
- Share what you hope to gain as part of your experience within the team
- Discuss well-being and any concerns

Effective

Check-ins =

Meaningful conversations about work & performance that lead to increased engagement &

higher

performance

Team Leaders

Set and confirm expectations

- Set or reaffirm expectations of the role and within broader team
- Discuss status, confirm priorities and help to clear obstacles
- Provide direction and coaching

Share direct feedback

- Discuss performance compared to expectations
- Give transparent feedback on what's going well or not so well
- Align feedback to snapshot responses

Support development, strengths and well-being

- Discuss ongoing development based on interests and aspirations
- Align tasks to strengths when possible
- Support and encourage well-being

Team Members take the lead and drive Check-ins. The more frequently you check in, the more successfully you'll perform. Learn more about RPM and Check-ins here.