

Leaders/Managers: Preparing for the Final Year End Review

1. Set your intention for the meeting:

Developing high levels of performance is a multi year process for most people. If this is your first Final Review discussion with this employee, set the outcome to simply reach a shared understanding. As you go thn

7. Take a coach approach:

If some of the goals haven't been met, use coaching questions to help identify what could have been done differently, and wh they have needed to have been more successful. Discuss whether these goals need to continue and form part