

Performance Development Conversation Tips

Tips for Making This Conversation Easier

1. Invite your follower to come truly prepared (that's why this career development template works so well).
2. Ask them how they felt about completing the template. What thoughts and emotions came up for them?
3. Start with their current role. How can they take their performance to the next level?
4. Then, ask them to consider future roles. This is a great time to help them expand their thinking and consider how their skills might translate into other roles in your organization.
5. Consider sending your follower the worksheet on the following page to prepare for your conversation.

Performance Development Conversation Worksheet

1. What strengths would you like to leverage and grow?

Response

Leveraging strengths is a great way to start the discussion. How can you test and build upon these strengths across a variety of contexts? Once the discussion moves to action planning, think about ways you can pair up your team members to help one another.

2. In what strategic relationships would you like to invest?

Often the most important work to get ready for the next level or a strategic lateral move involves building more influential relationships. Think about where you need to invest in relationships for your current role, as well as future roles. Who can help champion, sponsor, prepare for, and give you a taste of their desired future?

3. What challenges are you looking to overcome?

This is an important calibration point. You want to consider what is holding you back. Ask for feedback to consider as many challenges as possible.

4. What skills would you like to learn or improve?

Think about this in advance and list at least three ideas, and ask for feedback on skills needing more development.

5. What support do you need?

Develop specific "asks." What help do you need to move ahead? Be descriptive and specific.