

Painless Performance Conversations Worksheet

Discussion with:	
Date/Time	
Explain the situation <ul style="list-style-type: none"> • What are the facts? • What is the impact of the situation? • Remember: Be concise! 	
Listen and probe <ul style="list-style-type: none"> • What open-ended questions will you ask to encourage the employee to share his or her perspective? • What reaction do you anticipate from the employee? 	
Find agreement <ul style="list-style-type: none"> • What will you ask to define the change that needs to be made? • How can you be sure not to force a solution on the employee? 	
Discuss alternatives <ul style="list-style-type: none"> • What open-ended questions will you ask to encourage the employee to offer alternatives? 	
Agree on next steps <ul style="list-style-type: none"> • What open-ended questions will you ask to clarify your agreement with the employee? 	
Express confidence <ul style="list-style-type: none"> • What will you say to convey your confidence in the employee's ability to address the issue? 	

Download a copy of this worksheet at
www.hr.az.gov/MAP/MAP_PerformanceManagement.asp