

***Performance Conversation
Starters***

PMDP

PERFORMANCE MANAGEMENT & DEVELOPMENT PROGRAM

Facilities Planning & Management

Clear Expectations

LOVE & LOATHE

- In the last month, what activities did you love?
- In the last month, what activities did you loathe?
- Are there any new activities that would increase the amount of time you spend doing the things you love?
- Are there any activities you would change or adjust to allow more time in areas you love?

WHAT NOW?

- What do you want or need to accomplish, and by when?
- How will you know when the goal has been achieved?
- What skills are required to accomplish this goal?

“Choose a job you love, and you will never have to work a day in your life.” — Confucius

HOW TO “ROCK IT”

- What does success look like and how is it measured?
- Who has input into the evaluation of your success?
- What does it look like to meet goals vs “hitting it out of the park?”
- What will help you Rock it?

PLUGGING INTO THE BIG PICTURE

- How do your goals impact the Business?
- Who do you share common goals with?
- Which team goals or business goals do you think tie most closely to what you are doing?
- Is there anything you would change to better align to business goals?

“You miss a 100 percent of the shots you don’t take.” Wayne Gretzky

STEPPING IT UP

- How would you describe your current performance compared to expectations?
- What has led to this current level of performance?
- What impact does your performance have on the team or department?
- What changes need to happen and how will you commit to them?

Ongoing Feedback

CHECK IN

- What priorities are you focusing on now?
- What have you achieved?
- What were your recent successes or challenges?

“Feedback is the breakfast of champions.”– Ken Blanchard

MANAGING OBSTACLES

- What is getting in the way of project success or meeting your goals?
- Who can help manage this barrier, and how?
- What is the impact if the barrier isn't improved?
- What are the next steps?

HOW'D I DO?

- What did you accomplish and how did that compare to goals?

- How did you achieve your accomplishments?

What skills and competencies were most helpful?

- What are your successes and lessons learned?

- How can you apply them?

“I think it's very important to have a feedback loop, where you're constantly thinking about what you've done and how you could be doing it better.”– Elon Musk

GETTING FEEDBACK

- What do others view as your key strengths and key opportunities?
- How do others describe the experience of working with you?
- How does that description fit what you want others to experience when working with you?
- What can you do to close any disconnect or gap between those two?

STRENGTHS & OPPORTUNITIES

- What are the strengths that make you successful in your job?
- How can you use your strengths in your current role?
- What skills or competencies need development for you to be successful?
- What can you do to address any development needs?

Development

COMPETENCY CHECK

- How do you show strength in the competencies outlined for your role?
- How often do you demonstrate these competencies?
- What can you do to build on these strengths?
- What competencies do you need to improve on, and how?

PERSONAL BRAND

- How do you want others to describe the experience they have when working with you?
- What are the areas of expertise you want to be known for?
- What are your current behaviors that align with your aspirations?
- What do you need to do differently in order to better shape that desired brand?

NETWORKING

- What do you want networking to do for you? Is there a specific area you're interested in?
- Who are you currently networking with?
- In what areas would you like to make new connections? How will this help you be more successful in your current role?
- What can you do to find those new connections?

"You can't just sit there and wait for people to give you that golden dream. You've got to get out there and make it happen for yourself." Diana Ross

CAREER PLANNING

- What are your career interests or goals?
- How does that relate to what you're doing now?
- What additional experiences do you need to prepare you to continue on this path?
- What's a realistic timeframe for your goals?

"It is not what happens to you that determines how far you go in life; it is what you do with what happens to you." Zig Ziglar

EXPLORING SKILLS & INTERESTS

- What other roles are you interested in?
- What skills and knowledge do you currently have that can apply to another role?
- How will those roles expand your knowledge or skills?
- What do you want to know about the other job?