The Performance Conversation Planner

From Culture Is What Management Tolerates by Hazel Crowe, Appendix D

Chapter 13. Fill it in before you go in. The conversation itself is in *Five Ways of Looking at a Person*, Chapter 16.

Step	What goes here	Yours
1. The standard	What was expected, in words somebody could check	
2. The gap	2 or 3 dated examples, and no more	
3. The cause	Questions to ask, about the circumstances	
4. What changes	What they'll do, what you'll do, and by when	
5. The note afterwards	Sent the same day: the standard, the gap, what was agreed, the review date	

Has this been raised before, and is that written down? If this conversation could turn formal, have you taken advice?

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