

Facilitator's Guide – Sales Performance Review

Preparation for Session: 1-Invite the team, set the agenda and outcome. 2-Book meeting room and check the equipment's. 3- Prepare the presentation regarding the performance with the help of visual data. 3- Will decide the next month target and strategy to achieve that.			Purpose	To evaluate the performance of last month, feedback, review and strategy of upcoming month.		
			Outcomes & Deliverables	Challenges faced last month, how can we overcome, next month deliverables.		
			WIIFM <i>What's in it for me/them?</i>	Provide real time feedback, Success stories and ways of working for next month.		
			Engagement	Ask the participants to fully participate, discuss the issues, any self-idea to improve.		
			Roles & Responsibilities			
Sl. No	Start Time	End Time	Activity + Instructions	Outcome to Achieve	Questions to Ask	Tools Required
	11:00	11:10				

Facilitator Guide Template

Terry C. Jones



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