

# Informal Performance Management one-on-one Preparation Template

## ESSENTIALS

Downloadable upon purchase



Meeting Agenda

Meeting Script

Expectations Template

Progress Tracker

### INFORMAL PERFORMANCE MANAGEMENT TEMPLATE

**IMPORTANT!** This process is informal performance management and is generally not sufficient grounds for formal disciplinary actions. You must consult an HR or legal expert before taking any formal action and for any advice related to employees.

#### FOR MANAGER REFERENCE ONLY

##### Informal Meeting Agenda

1. Agree the conversation with the employee
2. Establish an objective of how they've been
3. Ask support they feel they need from you
4. Establish a working document with the employee
5. Discuss the next steps/expectations of success
6. Work through their performance issues
  - a. Discuss the employee's perspective for each
  - b. Offer them an opportunity to speak up
  - c. Agree on what they will do about it
  - d. Establish what resources they need
7. Establish the implementation area and support the implementation area

HR Partner



and support the implementation area.

Establish the implementation area and support the implementation area.

# Informal Performance Management Meeting Template

**PT Brinkman**



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