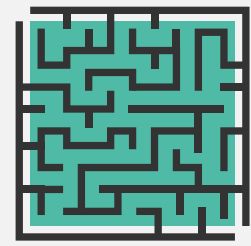
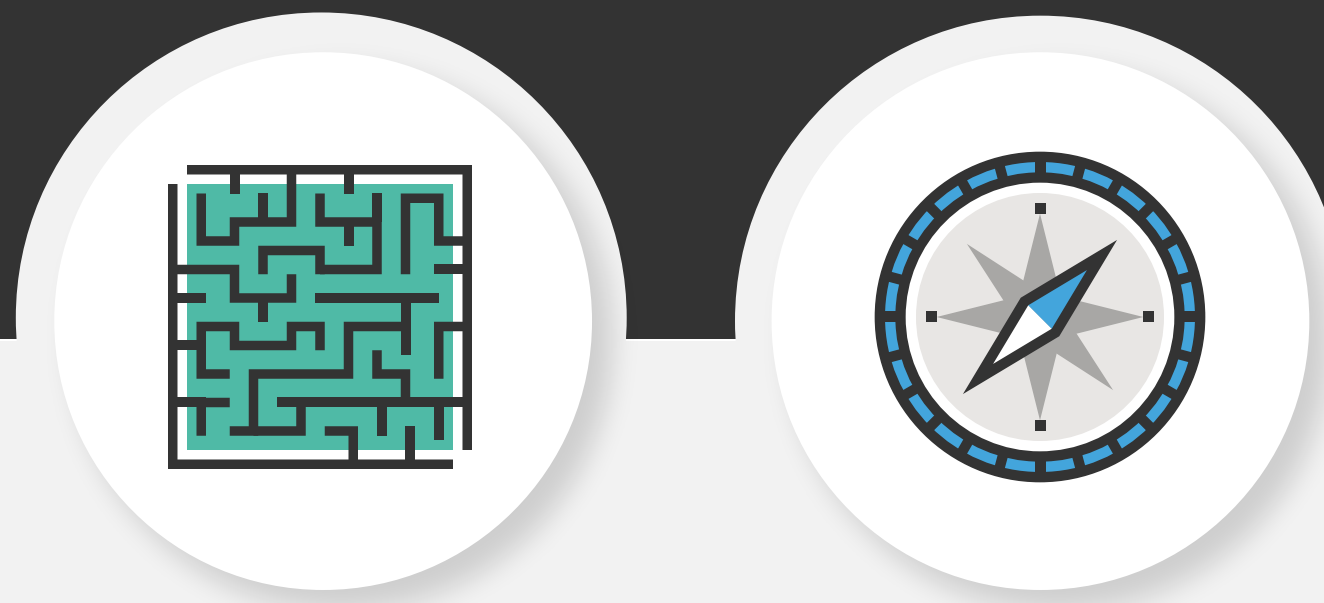


Performance Review or Coaching Conversation?

These are two distinct conversations but when do you have them?



Reasons to Have a Performance Review

Reason #1 | Performance Review

Clear violation of company policy, organizational values, or common business sense.

Reason #2 | Performance Review

This person is new or inexperienced in the role.

Reason #3 | Performance Review

This person has been coached numerous times about a performance issue and there is still no change in behavior.

Reason #4 | Performance Review

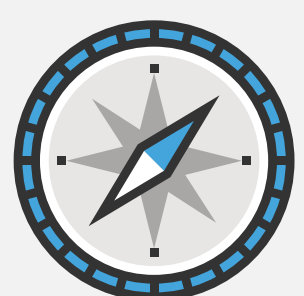
Another person has reported poor behavior or performance issues about this person.

Reason #5 | Performance Review

This person is due for a quarterly or annual review.

Performance Review Tip

Be sure to ask about challenges this person may be facing that led to the discussion before you begin problem solving.



Reasons to Have a Coaching Conversation

Reason #1 | Coaching Conversation

This person needs direction in order to meet business goals.

Reason #2 | Coaching Conversation

There's opportunity to develop this person from being a reasonable performer to an excellent performer.

Reason #3 | Coaching Conversation

There's opportunity to address and develop a specific competency.

Reason #4 | Coaching Conversation

There's opportunity to motivate this talented person.

Reason #5 | Coaching Conversation

There's opportunity to help this person build clarity on their thinking and problem solving skills.

Coaching Conversation Tip

Be clear with this person on your goals of the discussion before you have the coaching conversation.