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| Basics of Effective 1 : 1 review meetings |
|  | *What are the**BASICS of a Performance Review (Staged) Meeting?* | * Scheduled & Regular weekly/bi weekly
* RARELY Missed if schedule conflict, then reschedule ASAP.
* Primary Focus is on supporting the employee to achieve the improved performance and the targets outlined in the performance improvement plan (PIP).
* Notes & Follow Up – Essential – Keep a summary note of points discussed and actions agreed.
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| Time Required |
|  | How much TIME should we spend 30 - 60 minutes is a great starting point  | Allow sufficient time * 10 -20 mins for the employee to explain their progress against the PIP & any difficulties they had/further support required.
* 10 -20 mins for youto explain your observations/recent on performance outputs, recap, agree to the next steps and plan next meeting
* 10 - 20 mins to agree next steps and make clear what is required and timescales to achieve.
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| Ground Rules |
|  | Ground rules to remember  | * **Eliminate Interruptions** – turn off mobile phones, IPads away, book room for allocated time.
* **Conduct the meeting not in public**, in a private appropriate area/booked room with sensitivity.
* **Stay focused**- agree to schedule follow-up meetings for issues that can’t be resolved.
* **Prepare and plan** – What do I need to be sure to communicate – have I made this clear?
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| Planning |
|  | Ask yourself these simple **PLANNING** questions:* Are there follow up notes from the last 1:1 performance review staged meeting that I need to check on? Am I committed to following up? Do I have any actions outstanding?
* What support /training did I say I would arrange/provide – have I provided this as promised? If not what is the explanation for this?
* What are my observations on how the employee’s performance has been since the PIP was introduced? What level are they performing at?
* On reviewing the performance concerns and performance improvement plan (PIP) – do I feel they have made satisfactory progress against the expected actions in the time given?
* What positive feedback can I give – what feedback/examples of work do I have to support my assessment? What examples will help the employee understand my concerns and demonstrate and support my assessment?
* What constructive feedback am I going to give? How will I deliver this – keep a check on and consider my tone, body language and style? Prepare how I am going to say this.
* Are they on track to improve their performance to the required standard?
* What is the size of the gap between current performances and required?
* How can I help the employee achieve the required improvements?
* Can I offer any further support to the employee?
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| Use the space below to briefly prepare for your 1:1 |
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| Questions: What are some sample questions you may want to ask during the 1:1 review meeting?  |
| 1. *Since the last time we met, how have you being progressing with the targets/outputs we agreed in the performance improvement plan - PIP?*
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| 1. *How are you finding achieving the performance improvement actions listed in the PIP?*
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| 1. *Which targets set have you achieved since we last met? How did you find these?*
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| 1. *Why do you think you were unable to achieve the targets set? – needs to be drilled down to try and open up discussion as to why not achieved.*

*Can you say any more on that – why you felt this happen?* *How did you feel? What do you think prevented you from achieving the target?* *How can we work together resolve this?* |
| 1. *Can you think of ways going forward how you might approach it differently or how you might be able to achieve these?*
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| 1. *How can I help? How can I support you to achieve these?*
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| 1. *What areas do you feel you could improve on or need to specifically target your attention on in the next few weeks/ months?*
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| 1. *How do you feel about the areas still requiring an improvement in your performance?*
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| 1. *How do you plan to address the performance gaps we have spoken about and identified in the PIP?*
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| 1. *What are the support/dependencies – discuss these with the employee. Are they impacting on the employee’s ability to complete the performance improvement actions? Can you assist the employee in anyway with this to help move forward?*
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| 1. *What do you need from me? How can I help you get there – within a reasonable time period?*
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| 1. *What support/training could I reasonably be provided to assist you achieve your targets?*
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| NOTES: |
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