



# Performance Discussions That Actually Work

Transform dreaded appraisals into powerful conversations



# Why Performance Discussions Fail

## **Fear Factor**

Managers and employees dread annual appraisals, seeing limited value.

## **Ad Hoc Chaos**

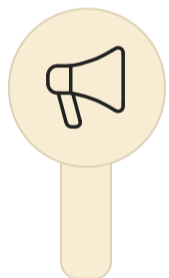
Daily conversations lack structure, focus only on immediate crises.

## **Missing Skills**

Poor communication prevents positive, confident sharing of ideas.



# Three Approaches to Performance Discussions



## **Tell and Sell**

Managers tell employees their assessments and how to improve.



## **Tell and Listen**

Managers share views, then actively seek employee responses.



## **Problem-Solving**

Employees actively involved, contributing ideas and suggestions throughout.



# The Power of Two-Way Dialogue

## **Drop "Appraisal"**

Language matters. Call it a discussion, not an interview.

## **Reflective Overview**

Focus on what's happened and what's ahead, not daily crises.

## **Shared Understanding**

Connect individual plans to business unit and organisational goals.



# Training Is Critical

Most organisations overlook training in performance discussion techniques.



## Setting Targets

Master the skills of establishing clear, achievable performance goals.



## Giving Feedback

Learn techniques for constructive, actionable performance feedback.



## Assessing Performance

Develop fair, objective methods for evaluating contributions.



# Train Managers and Employees Together



## Workshops

Presentations and group discussions build shared understanding.



## Practice

Role plays and simulations develop real-world skills.



## Partnership

Joint training reinforces this benefits everyone equally.

This isn't something managers "do to" employees—it's collaborative.

# Transform Your Performance Discussions

Regular, structured conversations are keystones of effective performance management.

## **Make It Positive**

Confident sharing of views creates growth opportunities.

Need expert guidance? Contact **HR Unlocked** at [lisa@hrunlocked.co](mailto:lisa@hrunlocked.co)

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