The Conversation Planner

**Identify the Conversation Types and Intended Outcome for Each of Your Employees**

Rate the Job Competencies and Behaviors for each person on your team as high, mid-level, developing or low and document the intended outcome for each conversation.

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| **EMPLOYEE NAME**  | **(H)** High; **(M)** Mid-Level **(Dev)** Developing; **(L)** Low **Behaviors Job Competence**  | **CONVERSATION OUTCOMESHigh Performer:** Development, interests, new challenges and positive feed­back; **Mid-Level Performer:** Development opportunities and positive feed­back; **Developing Performers:** What is on track and what skills and respon­sibilities need further development; **Low Performers:** Identify and discuss what will be required to meet acceptable performance expectations.  |
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