Best Practices for Leading Collaborative Performance Conversations

Leaders have always been encouraged to have ongoing performance conversations—meaningful dialogue to inspire, encourage, support, and discuss challenges. Now more than ever it is important to ensure we are engaging in ongoing performance conversations that look towards the future and what we can achieve; to use ongoing performance conversations as opportunities to build connection and trust.

Here are some resources and best practices for leaders to encourage meaningful dialogue about changes to our short and long term goals, the challenges of COVID-19 and working remotely, and the opportunities we have to impact the world around us in positive and supportive ways.

- Understand the principles of dialogue—Listen, Ask, Share, and Prepare—and how to use intentionally to engage in collaborative, forward focused performance conversations.
  - Leading Effective Virtual Performance Conversations Handout
  - Leading Effective Virtual Performance Conversation PowerPoint
  - DDI Setting Goals and Reviewing Results Resource Kit

- Reflect on your current mindset
  - LinkedIn Learning Video Engage in a Growth Mindset (3m 41s) (enter NetId and password to access)

- Use open-ended exploratory questions to encourage engagement
  - Review the Conversation starters for manager-employee 1:1 meetings
  - Practice writing and asking open-ended exploratory questions

- Assess when you listen well and when it’s challenging
  - Complete the Listening Assessment and review suggestions
  - Enhance your comfort with silence in virtual conversations

- Prepare for the conversation using a discussion planner
  - General discussion planner
  - Setting goals and reviewing progress discussion planner

Reach out to your Senior HR Manger, HR Generalist, and Learning and Development Team for additional support around leading collaborative performance conversations.