

**Performance Development Conversation** Planner Worksheet

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| **Employee’s Name:** Click or tap here to enter text. **Job Title:** Click or tap here to enter text. **Department:** Click or tap here to enter text. |
| **Manager’s Name:** Click or tap here to enter text. **Date:** Click or tap to enter a date.   |  |  |  |  | | --- | --- | --- | --- | | **Strengths/What’s Working Now** | | | | | **Strength** | **Examples** | **Positive Impact** | **Related Values** | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | |

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| --- | --- | --- | --- |
| **What’s Next/How to be even more effective moving forward** | | | |
| **What’s Next** | **Specific Actions to Achieve What’s Next** | **Importance** | **Related Values** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Create Action Items from What’s Next/How to Be Even More Effective Moving Forward (manager and employee do this part together)** | | | | | |
| **Action Items** | **Identify Smaller Steps/Actions** | | **Measurement** | | **Time Frame/Due Date** |
| Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. |
| **Signatures** | | | | | |
|  | |  |  | |  |
| Manager: | | Date: | |  | |
| Employee: | | Date: | |  | |