

## Episode 7: Difficult Conversations

# Preparing Team Members

## Annual Performance Review

Fill out the following document for each team member under your review. Send a blank copy of the document to each person and ask them to complete it on their own. Schedule at least one preparatory conversation (it can be a part of a regular one-on-one) far in advance of the annual review. Compare their answers with yours and depart the meeting with all parties aware of the areas on which they will be evaluated.

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## Preparation Notes

**Name:**

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**Date of Review:**

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**Date(s) of Preparatory Discussions:**

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**Team Goals:**

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**Individual Goals:**

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**Metrics of Performance:**

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**Milestones:**

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