

Quarterly Conversation



Date:

Location:

Start Time:

Assign someone to take notes. Record who's in attendance. Record who's absent.

Agenda

Employee Topics:

Performance

- What is your perception of my performance last quarter?
- What did I knock out of the park?
- What is something you think I should have done differently?

Objectives

- Are there any objectives I need to focus on next quarter?
- Do these 3-5 objectives (list them) align with your list for me?

Development

- How can I improve my performance or build my skills?

Supervisor Topics:

Performance

- How do you think you performed last quarter?
- What was your biggest win?
- What do you wish you would have done differently?

Objectives/Goals

- What current objectives (project, task) will continue?
- What new objectives do you plan to start next quarter?
- What goals are you currently working on stated in your yearly performance review?
- Other goals and/or objectives you want to accomplish?

Development

- What development goal did you set last QC? How is that going?
- What do you want to improve?
- What do you need from me to help with your development?

Stop Time:

Quarterly Conversation Agenda Template