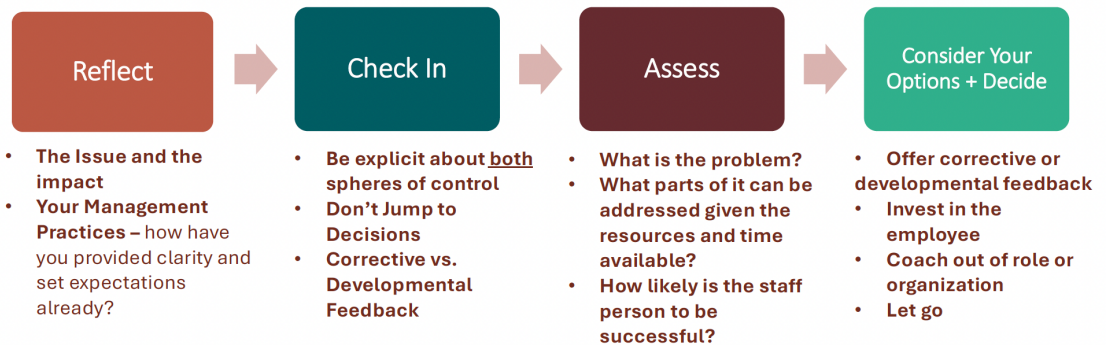


4 Steps to Address Performance Challenges

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The Process



Source: The Management Center; 2021



TOGETHER RISING AS AN
ENVIRONMENTAL COMMUNITY

Fillable Worksheet for Supervisors

1. Reflect

- Describe the issue and its impact:

- How have you provided clarity and expectations?

2. Check In

- What is within your control? What is within the employee's control?

- Have you avoided jumping to conclusions? Notes:

- Is this corrective or developmental feedback?

☐ Corrective ☐ Developmental

3. Assess

- What is the core problem?
- What parts can be addressed with current resources?
- Likelihood of success (1–5): ☐1 ☐2 ☐3 ☐4 ☐5

4. Consider Options + Decide

- Selected approach (check all that apply):

- ☐ Corrective feedback
- ☐ Development plan
- ☐ Invest in training/coaching
- ☐ Coach out of role/organization
- ☐ Separation/Let go

- Action plan and timeline:

Supervisor Reflection

What support do you need to follow through?