

# TEAM CONVERSATION: DRIVE PERFORMANCE

The purpose of this team conversation is to drive team performance. Your job as the manager is to clarify performance expectations, and then help the team recognize, develop, and use their individual and collective talents and strengths to accomplish their goals.

As a team, answer each set of questions. Flip the page to record your team's responses to how to aim the team's collective talents to help drive high performance.



## 1. IDENTIFY A TEAM PERFORMANCE GOAL

Collaboratively identify and prioritize the most important team performance goal.

- What are three or four important performance goals or challenges that we need to achieve as a team?
- How would you prioritize the list from most to least important?
- Based on the results of the prioritization discussion, which performance goal will we focus on as a team?



## 3. IDENTIFY WHO CAN HELP

Identify who on the team can help complete each task based on team members' unique talents and strengths.

- Where do you think you can have the greatest effect?
- Which tasks best align with your talents and strengths?
- Looking at our collective strengths, are there partnerships that can be created?



## 2. BRAINSTORM TASKS AND STRENGTHS

Identify the critical tasks the team needs to complete, and determine what could help or hinder the team during the process.

- What are three or four critical tasks that we need to complete to achieve our performance goal?
- What can help us reach our performance goal? What might hinder us?
- What are some possible solutions to those things that could hinder our team from completing the tasks to reach our goal?



## 4. DETERMINE NEXT STEPS

Determine the specific and immediate next steps the team needs to take to complete the tasks.

- What immediate next steps do we need to take to complete the tasks?
- Who will take ownership of each step?
- When do you think we can complete each of these steps?

### MANAGER CONSIDERATIONS:

- Ensure that everyone on the team feels like he or she contributed to the overall process.
- If possible, look for opportunities for each person to contribute in his or her own way to achieving the performance goal.
- Regularly follow up on next steps to ensure the team is making progress toward the target completion date.

# DRIVE PERFORMANCE



	NEXT STEPS:	OWNER:	DATE:
1.	<hr/>	<hr/>	<hr/>
2.	<hr/>	<hr/>	<hr/>
3.	<hr/>	<hr/>	<hr/>
4.	<hr/>	<hr/>	<hr/>