

Performance Support

Conversation Details	Date:	Time:	Who was there:
Aras(s) of my			
Area(s) of my performance we discussed			
Concerns about my performance that were shared			
What I need to improve			
The expectation I need to meet			
How I will meet the expecation			
How to share my progress with my supervisor			
What I should do when I need help			
When we will meet again			