

Virtual Check-Ins

Managing performance is always a tricky tight rope to walk, but it's even harder to do when you're working remotely from your people and it has to be done over the phone or some virtual meeting platform.

Having conversations about someone's performance, keeping them motivated or completing an 'appraisal' during this time of working from home becomes even more challenging but nonetheless important.

We will look at ways to manage the conversation, maintain motivation and consider objectives that are meaningful in these unprecedented times.

Participants will:

- ▶ Discover the benefits of focusing on performance and preparing for the conversation
- ▶ Understand the challenges of completing these check ins virtually and explore some tactics to overcome them
- ▶ Consider how and when to conduct these check-in conversations including formal appraisals
- ▶ Create a powerful action plan to deliver virtual check ins in the future

Before attending:

(We'll be using the outputs of this work during the session, so we ask participants to:)

1. Consider the people in your team and the challenges you currently face with connecting with them. What might you be struggling with in relation to managing their performance?
2. Note down 3 things that you would like to improve in relation to how you interact with your team specifically about their performance.
3. Reflect upon the bigger picture. Consider how check ins link to supporting your team in achieving their objectives. What can you do to help them be even more effective?

Session length: 2 hours

