



BARRETT

HR & Coaching Services

3 Steps to getting your staff to do what you want them to do! And raise their game while doing it!

Many managers/business owners that I work with feel they are just not getting the level of performance from their staff that they need.

In today's world of achieving more with the same or even fewer resources I don't have to tell you that this is a vital action that you should be focusing on.

Even though you might know this you may be like many of these managers and tend to say "I must look at that tomorrow" while you get "busy" with other activities.

You also know that putting of the actions necessary doesn't get rid of that niggling thought "I should be doing something about Joe if only I knew what was the best approach".

Well the best approach is to have a conversation with the employee involved.

You may be saying I know I need to have a conversation but what's the best way to do that?

Based on my experience of working with many managers just like you I can promise you that if you follow these **3 key steps** that conversation will be much more successful.

1. ***Decide on the top 1 or 2 changes you would like to see.***

This gives you the focus for the conversation.

Its critical that you don't overload the employee with issues as this will only create greater confusion and a feeling of overwhelm

2. Decide on the best language to use when you are having the conversation with the employee.

For example you should talk about what you want them to do rather than what you don't want them to do.

The more you do this the greater the potential for success.

3. Get the employees agreement to the changes and their responsibility for the follow through actions

Have the employee feedback the changes as they understand them.

This is important as it gets the employee to feel that they are in control. It also ensures that there is no confusion or differences of understanding.

Oh yes in case I forget there is one more step that is really important

4. Agree on a follow up review

Set a time and date to sit down with the employee again to review how they are getting on.

It's absolutely critical that you follow through with this meeting. Remember if you don't what's the potential message – it's not that important for you really

If you would like to receive a copy of our free Performance Conversation Worksheets then please submit your name and email address on link below.

info@barrettcoaching.com

or call me:

Joe Barrett 087 2341541

Hazelwood, Parkmore Road, Ballybrit, Galway