ESTABLISH A ROUTINE
Holding frequent check-ins with each team member is an effective and simple leadership practice that establishes a cadence or rhythm for sustaining an engaged and high-performing culture. This practice lets team members know you’re interested in their success and it ensures the time and energy spent each week is aligned with your team’s goals and priorities.

LOOK FORWARD, NOT BACKWARD
Ongoing Check-Ins

Real Time and Reliable Data

Toward the end of the year, you’ll have a conversation with each member of your team about their performance. You’ll then give them a rating based on your observations and other data. This data is important, but its focus is backward, or behaviors that have happened in the past. In contrast, the purpose of frequent check-ins is to have a dialog about near-term, future work. This approach allows you to gather real-time and reliable information about what’s happening on the team. The information you gather from your check-ins helps you make strategic and timely decisions.

PREPARE
1. Schedule a recurring 10-15 meeting with each team member (weekly is recommended)
2. Review individual goals and team priorities
3. Reflect on the team member’s contributions and what they might need to succeed

CHECK-IN
1. Ask the four questions
2. Listen for understanding and ask follow up questions
3. Add notes in Workday chat
4. Ensure the team member’s work is aligned with the team’s goals and priorities
5. Look for opportunities to enhance engagement or remove barriers
6. Recognize and thank the team member for their efforts

After your check-in, schedule commitments and actions in your calendar. If the team member needs coaching on a certain topic, set aside another time when you can both focus specifically on the coaching need.

ONLINE CHECK-IN QUESTIONS
1. What goal are you working on?
2. What are your priorities?
3. How do you feel it’s going?
4. How can I help you?

Visit Performance Management

2/18/20
NAME: ______________________  WEEK OF: ____________________

What goal are you working on?

What are your priorities?

How do you feel it’s going?

How can I help?

Strategic leadership actions I can take: ______________________

The experience I intend to provide:

Beliefs I expect to instill: