

Difficult Conversation/conference Planning Template

Here is a conferencing template to use when confronting an employee for a problem or negative performance.

Set a professional tone for the meeting

Provide an overview for what is going to happen in the meeting or conference

Define the problem or issue that needs to be addressed. Include any examples you have illustrating the problem or issue.

Tell person why the behavior or issue is not meeting standards or expectations

Define the needed behavior change, new skill that needs to be implemented or other change needed. Include examples of what the change will look like once implemented.

Define the effect of using this skill or behavior change

Ask the person to share original problem, new skill or behavior change that will be implemented, and the impact of the making the change

Set clear expectation and develop a timeline for the integration of the new skill or behavior change into their work or practice
