

Conversation Prep Form

This conversation is about:

Begin by identifying the purpose of your conversation:

Praise & Recognition Education/Knowledge Transfer Delegating a task Course Correction
 Other: _____

My employee is:

Identify the behavioral tendency of your employee and if your own style is the same or different.

Low Extraversion High Extraversion We are... the same different
 Low Formality High Formality We are... the same different

What I should do is:

Pick the most motivating strategy, based on your employee's natural style.

Low Extraversion	High Extraversion	Low Formality	High Formality
Get to the point Give them time to think Don't barge in Don't talk over them	Let them think out loud Praise their work Don't ignore or cancel Don't shut down ideas	Give them autonomy Describe the big picture Don't box them in Don't avoid accountability	Give clear expectation Ask what else they need Don't say "don't worry" Don't criticize their work

Conversation notes:
