

## Compliment Conversation Outline

Employee: \_\_\_\_\_

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_

Tell them where the organization and/or the department/unit is going:

Thank them for their work.

Outline why they are so important.

Is there anything you can do for them:  
(Consider Career Planning/Advancement Discussion)

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Any follow up items from this conversation?

## Coaching Conversation Outline

Employee: \_\_\_\_\_

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_

Tell them where the organization and/or the department/unit is going:

**BUILD UP** – Thank them for what they do. Share good/positive qualities. Reassure that the goal is to retain them.

**COACH UP** – Cover professional development opportunity. Reassure them that you care enough to support them in future development.

**SUPPORT UP** – Relay your belief/confidence in them and your desire to help.

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Any follow up items from this conversation?

## Correcction Conversation Outline

Employee: \_\_\_\_\_

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_

**\*\*\*\*Do not start meeting out on a positive note\*\*\*\***

**State your Observations**

**Emphasize the Impact (on the department, team, hospital, goals, patients, etc.)**

**Define Specific Expectations**

**Describe how performance will be monitored.**

**Describe the Consequences if change does not occur**

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**Follow up items from this conversation:**

**Reviewed by: Admin \_\_\_\_\_ HR \_\_\_\_\_  
Prior to the Conversation**