



Performance Management Action Items

Virtual Performance Reviews

- **Action Item: Implement Virtual Review Platform**
 - **Deliverable:** Set up and configure a virtual performance review platform, including integration with existing HR systems and ensuring secure access for all participants.
- **Action Item: Schedule and Prepare for Reviews**
 - **Deliverable:** Develop and distribute a schedule for virtual performance reviews, including reminders and preparation materials for both managers and employees.
- **Action Item: Conduct Performance Reviews**
 - **Deliverable:** Execute virtual performance review sessions, providing structured evaluations, discussing achievements, and identifying areas for improvement.
- **Action Item: Generate and Distribute Evaluation Reports**
 - **Deliverable:** Create detailed performance evaluation reports for each employee, summarizing the review outcomes and sending them to relevant stakeholders.
- **Action Item: Review and Improve Review Process**
 - **Deliverable:** Collect feedback on the virtual review process, analyze the data, and implement improvements to enhance the effectiveness and efficiency of future reviews.

Goal Setting

- **Action Item: Facilitate Goal Setting Workshops**
 - **Deliverable:** Organize and conduct virtual workshops on effective goal setting, including interactive sessions to help employees and managers set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.
- **Action Item: Develop Goal Setting Templates**
 - **Deliverable:** Create and provide customizable templates for goal setting, aligned with organizational objectives and individual roles.
- **Action Item: Implement Goal Tracking System**
 - **Deliverable:** Set up a system for tracking and monitoring progress toward performance goals, including dashboards and reporting tools for regular updates.



- **Action Item: Monitor Goal Progress**
 - **Deliverable:** Regularly review and report on the progress of individual and team goals, providing updates and recommendations for adjustments as necessary.
- **Action Item: Conduct Goal Review Meetings**
 - **Deliverable:** Schedule and facilitate meetings to review progress on goals, discuss challenges, and realign goals as needed to ensure continued relevance and alignment.

Feedback and Coaching

- **Action Item: Develop Feedback Guidelines**
 - **Deliverable:** Create comprehensive guidelines for providing effective feedback, including best practices and communication tips for remote settings.
- **Action Item: Schedule Remote Feedback Sessions**
 - **Deliverable:** Organize and conduct remote feedback sessions with employees, providing constructive criticism and support for performance improvement.
- **Action Item: Provide Personalized Coaching**
 - **Deliverable:** Offer one-on-one coaching sessions tailored to individual employee needs, focusing on skill development and overcoming performance challenges.
- **Action Item: Create Coaching Resources**
 - **Deliverable:** Develop and distribute coaching resources such as guides, toolkits, and templates to assist managers in delivering effective coaching remotely.
- **Action Item: Evaluate Coaching Effectiveness**
 - **Deliverable:** Assess the effectiveness of coaching programs through employee feedback and performance metrics, and make necessary adjustments to improve outcomes.

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