

# Getting the most out of mid-year performance conversations with your team

## For your mid-year conversations

- Be there for your people
- Be curious about what they have to say
- Listen without interruption and ask questions to understand

## Co-op behaviours

How we do things at Co-op is just as important as what we achieve. Use our Co-op leadership and colleague behaviours to help colleagues understand what their strengths and development areas are.

## Goal setting

**The measures:** What are you trying to achieve?

**Co-op behaviours:** How will you go about doing it?



## Mid-year review

Look at your goals and our Co-op leadership or colleague behaviours then use these questions to help you get the most out of your conversation at mid-year

### Questions look back

- Tell me about the skills and strengths you have relied on, how have you used them?
- Tell me about any challenges you have encountered
- Where do you feel you have developed so far this year? What difference do you feel that has made?
- Describe the sort of feedback you have been receiving
- What has been the most important thing you have learned?

### Questions looking ahead

- What do you see as your areas for development? Are they reflected in your PDP?
- Looking at your goals for the remainder of the year, where will you now focus your development?
- What do you need from me in the 2nd half of this year?
- What could happen if you do nothing differently?
- How can we get the best out of our conversations during the rest of this year?



\* Co-op leadership behaviours are for grades A-D, Co-op colleague behaviours are for all other colleagues

## End of year review

Manager

# Getting the most out of your mid-year performance review

## For your mid-year conversation

- Prepare - take the opportunity to think about the year so far and what's ahead
- Give the meeting your undivided attention
- Ask questions to understand

## Co-op behaviours

How we do things at Co-op is just as important as what we achieve. Use our Co-op leadership and colleague behaviours to help understand what your strengths and development areas are.

## Goal setting

**The measures:** What are you trying to achieve?

**Co-op behaviours:** How will you go about doing it?



## Mid-year review

Look at your goals and our Co-op leadership or colleague behaviours then use these questions to help you get the most out of your conversation at mid-year

### Questions look back

- What are the skills and strengths I have relied on?
- What challenges have I faced?
- How do I feel I have developed so far this year?  
What difference has that made?
- What sort of feedback have I been receiving?  
What have I done with that feedback?
- What has been the most important thing I have learned?

### Questions looking ahead

- I feel I need to develop in these area. Are they currently reflected in my PDP?
- Looking at my goals for the remainder of the year, where will I now focus my development?
- What do I need from my manager in the 2nd half of this year?
- What could happen if I do nothing differently?
- How can I get the best out of conversations with my manager? Are they happening often enough?



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**End of year review**

Colleague