

No

TO IDENTIFY EXISTING SKILLS
OF TEAM MEMBER

A FORMAL OPPORTUNITY FOR
HONEST COMMUNICATION

TO AID TEAM BUILDING

TO PROVIDE INFORMATION FOR
ORGANISATIONAL TRAINING
NEEDS

TO IDENTIFY/CLARIFY ROLES
AND RESPONSIBILITIES

Yes

TO PRIORITISE WORKLOADS

TO COUNSEL TEAM MEMBER
ABOUT THEIR PROBLEMS

TO LINK PERFORMANCE TO PAY

TO ENSURE EFFECTIVE
MANAGEMENT

Maybe

TO MEDIATE BETWEEN TEAM
MEMBERS & SENIOR MANAGERS

TO HELP WITH EXTERNAL
ACCOUNTABILITY

BEST DONE INFORMALLY

TOTALLY CONFIDENTIAL

**THE FIRST STEP IN DISCIPLINARY
PROCEDURE**

**LINKED WITH SERVICE
DEVELOPMENT**

**TO GET TEAM MEMBERS TO DO
WHAT THEY ARE TOLD**

**TO HELP IN MOTIVATING TEAM
TO MEET ORGANISATIONAL
OBJECTIVES**

**TO REVIEW PAST PROGRESS AND
SET FUTURE
TARGETS/OBJECTIVES**

**TO REFER TO IF REDUNDANCY
BECOMES NECESSARY**

**TO HELP IDENTIFY
INCOMPETENT TEAM MEMBERS**

**TO GAIN FEEDBACK ON
MANAGEMENT PERFORMANCE**

**TO ASSESS TEAM MEMBERS
AGAINST CRITERIA**

TO SUPPORT TEAM MEMBERS

**TO LET TEAM KNOW EXACTLY
WHAT YOU THINK OF THEM**

**MORE IMPORTANT FOR
WEAKER TEAM MEMBERS**

**TO HELP GET RID OF TEAM
MEMBERS WHO DON'T
'PERFORM'**

**TO RECORD AND ASSESS
WHAT TEAM MEMBERS
GAIN FROM TRAINING**

**THE RESPONSIBILITY
OF THE SUPERVISOR**

**TO LET MANAGERS KNOW HOW
TEAM MEMBERS ARE
PERFORMING**

CRISIS MANAGEMENT

**TO HELP DECIDE ON RELEVANT
TRAINING/DEVELOPMENT**