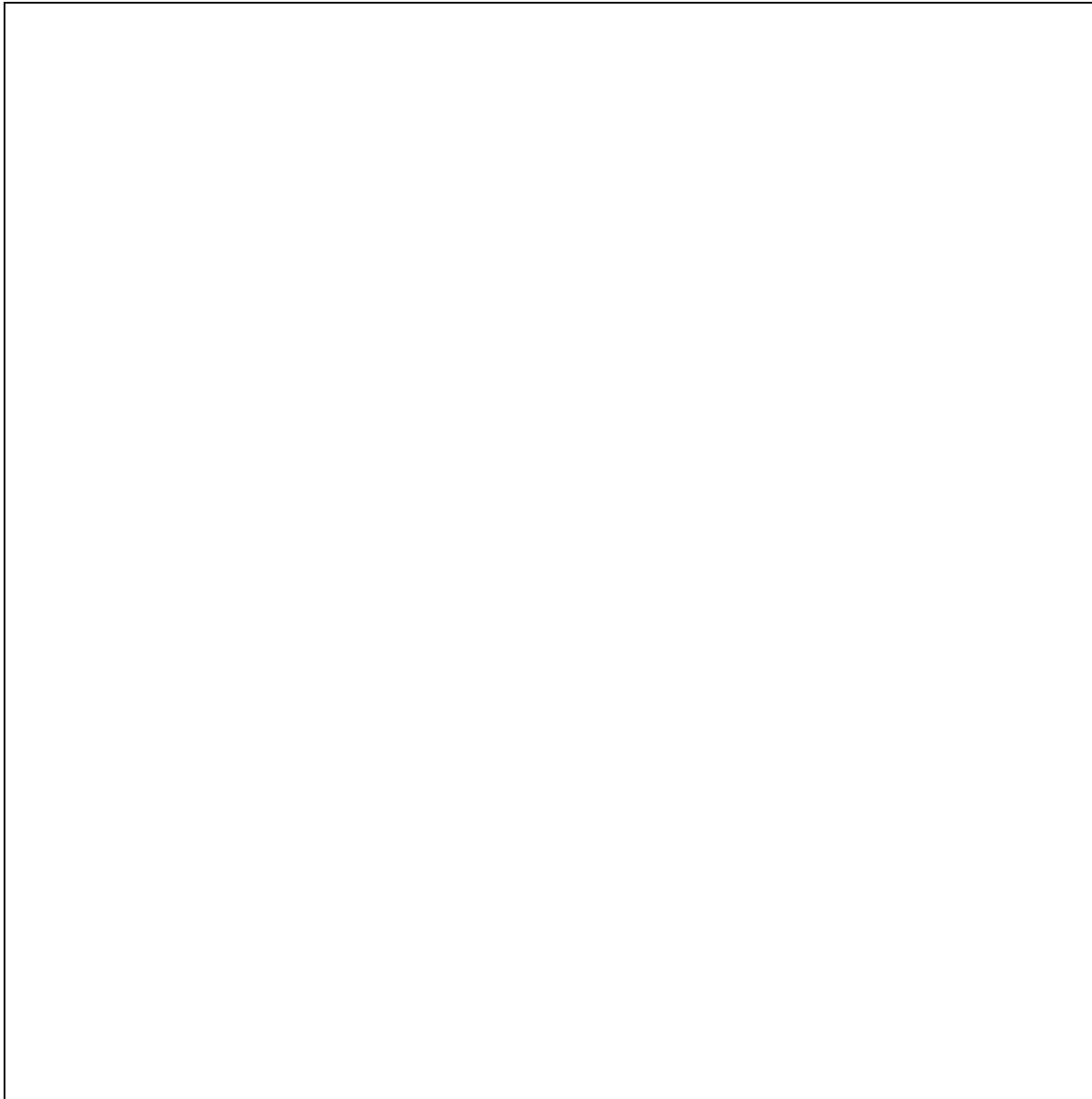


Trust Building Worksheet

What is one strategy you will use to develop trust with your supervisor during your performance review.

OR

What is one trust building message you will communicate to your supervisor?

A large, empty rectangular box with a thin black border, intended for the user to write their answers to the questions above.

Describing Your Accomplishments

Think of a time when you were using one of your strengths at work – a time when you were having fun and doing a great job.

1. What information do you need to give your audience to set the scene? Where did you work, what job were you doing, who were your colleagues and customers, etc. Avoid jargon and acronyms.

2. What was the challenge, problem or conflict you were facing? What was at stake? What would failure or success mean?

3. What did you do to respond to this situation? What resources, colleagues, or skills did you call upon?

4. What was the impact of your actions on your colleagues, customers, projects, or initiatives?

Offering Upward Feedback

What question will you use to invite your supervisor into the conversation?

What are the specific behaviors that you believe have had a negative impact?

In your view, what has been the negative impact of the behaviors you have seen?

What is the positive future you would like to create with this person? How will you create a joint inquiry into how to create that future?

Goal Setting Worksheet

Draft a goal for your next review year. Use the SMART formula.

Self-rating.

Is the goal ...

Specific

Measureable

Attainable

Relevant

Time-
Bound

Peer Rating

Rate the goal on how well it meets the SMART criteria . Is the Goal ...

	Not At All	Slightly	Somewhat	Absolutely
<u>Specific</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Measurable</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Attainable</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Relevant</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Time-Bound</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discuss your feedback with your partner.