



Work Progress

NAME

DATE

Discussion Objectives: Discuss the objectives below and note the answers and observations that result from your conversation. Use the insight gained to identify opportunities for performance improvement or professional development. Agree on follow-up activities.

A. The project, task, or area of assignment that is the subject of this feedback...

B. The expected outcomes and production schedule related to this subject...

- C.** To develop a shared understanding of the situation, discuss the following...
- The steps that have been completed
 - The step(s) currently in progress
 - Difficulties or potential barriers identified by the employee

Suggested Questions:

Can you tell me where this subject stands right now?

What successes have you had?

Are you aware of anything that may hinder your progress?

Notes, Actions, and Follow-Up Plan

Work Progress: Tips for Supervisors

Discussion Objective

To discuss progress on work assignments, projects, tasks.

The purpose of this conversation is to help the supervisor stay informed about the work assignments of the employees who report to them. Use this conversation to receive updates on tasks, projects, or work assignments, gain insight into successes, and possible challenges needing problem solving. This allows you to help the employee work through barriers to move forward. By scheduling *Work Progress* conversations regularly, there will be less chance of a project or work task falling behind due to inaction, challenges, or poor planning.

Begin By Stating The Goal

Every *Work Progress* conversation should begin with an explanation of the purpose. Be clear when you are ready to begin, i.e., “We are here to discuss...”

Explore Solutions

Openly discuss the status of the project, task, or assignment with the employee. Prompt the employee to tell you about their progress, successes, and challenges. This allows the employee to acknowledge achievements while reflecting on potential barriers to success, providing the supervisor with a clear understanding of present status.

Share insights and actionable feedback to move assignment forward. Work together to solve any issues or barriers to successful completion. Be supportive and provide resources to complete assignment.

Agree On A Course Of Action

Determine together the next steps, necessary revisions to the project plan, or resources required to overcome barriers and challenges. This is the time to provide praise for achievements and guidance or support for a successful outcome.

When closing the meeting, reiterate the action plan. Follow up the conversation with an email or other documentation confirming the discussion and resulting plan.

Conversation Preparation

- Gather information, project plan, or other related materials for the assignment
- Determine if this is a one-on-one or work team discussion
- Identify conversation goal