

THE  
**PAUL FALCONE**  
WORKPLACE  
LEADERSHIP  
SERIES

# LEADERSHIP OFFENSE

**MASTERING** APPRAISAL, PERFORMANCE,  
AND PROFESSIONAL DEVELOPMENT

# PAUL FALCONE

A PDF COMPANION TO THE AUDIOBOOK

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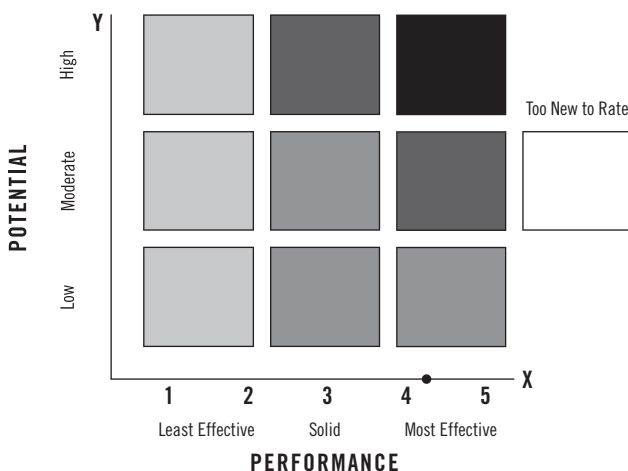
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## IDENTIFYING HIGH-POTENTIAL TALENT TO DEVELOP YOUR LEADERSHIP BENCH

### 9-Box Diagram

#### SUCCESSION PLANNING ORGANIZATIONAL REVIEW



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## THE CRITICAL NATURE OF SELF-EVALUATIONS IN PREPARATION FOR THE ANNUAL REVIEW

### EMPLOYEE SELF-EVALUATION TEMPLATE

Address your overall performance track record for this review period:

Specifically highlight your achievements that have resulted in increased revenues, decreased expenses, or saved time.

Why is our organization a better place because you worked here this past year?

How have you had to reinvent your job in light of our department's changing needs?

How would you grade yourself in terms of work quality, reliability, production, teamwork, and technical skills?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what areas do you need additional support, structure, and direction? Specifically, where can I, as your supervisor, provide you with additional support in terms of acquiring new skills, strengthening your overall performance, or preparing you for your next move in career progression?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your performance goals for the next year? What are the measurable outcomes so that we'll know that you'll have reached those goals?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## CREATING AN EFFECTIVE PERFORMANCE IMPROVEMENT PLAN

PERFORMANCE IMPROVEMENT PLAN	
Description of Underperformance	
Aim of the Performance Improvement Plan	
Plan Start Date	
Plan End Date	

Objective	Success Criteria	Additional Support Required	Review Schedule	Objective Outcome

X \_\_\_\_\_  
Employee Signature Date

X \_\_\_\_\_  
Supervisor Signature Date