



# Phrases for Employee Conversations: Performance Issues

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Approaching an employee who is struggling can be delicate. It's important to be constructive, empathetic, and supportive in your feedback. Here are some phrases you can consider:

1. "I understand that you're working hard and putting in a lot of effort. I wanted to discuss some observations I've made to see if we can find ways to further support your growth."
2. "From a broader perspective, there are certain expectations we're hoping to achieve. Let's discuss how we can align your efforts with those goals."
3. "I've noticed some challenges that might not be apparent from your viewpoint. I believe that by addressing them together, we can help you excel in your role."
4. "Sometimes, it's beneficial to take a step back and look at our work from a different angle. I'd like to share some feedback that might provide a fresh perspective."
5. "I value your contributions to the team, and I believe that with some additional guidance or resources, you can overcome the challenges you've been facing."
6. "It's not always easy to see the bigger picture when we're focused on our daily tasks. I'd like to discuss some ways we can help you fit more seamlessly into our broader objectives."

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7. "We all have areas where we can grow and improve. I'd like to discuss some opportunities I see for you to excel even more in your role."
8. "Remember, feedback is a tool for growth, not criticism. Let's identify the areas that need attention and find solutions together."
9. "I believe in your potential and want to help you succeed. Let's discuss some strategies that can help you align better with our team's goals."
10. "Your dedication to your role is evident. I'd like to share some insights that might help you see things from a wider organizational perspective and identify areas for improvement."

Remember to follow up these statements with **specific examples** so the employee has a clear understanding of the issues at hand.

Always emphasize the goal is to help them succeed and that you're there to support their growth.

Document the conversation: If it is not in black and white, it didn't happen (i.e.: legally that is). Besides the legal aspect, our brain shifts gears - "Oh, this is in writing; it is important".

Finally, schedule a follow-up meeting (or several) so the employee knows you are serious about the issue at hand and that you are going to help them through it. This may include implementing an Improvement Plan.

