

Performance Discussion Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees:

- [Employee Name]
- [Manager Name]
- [HR Representative]

Agenda:

1. Welcome and Introduction
2. Review of Key Performance Metrics
3. Feedback on Strengths
4. Areas for Improvement
5. Goal Setting for Next Period
6. Any Other Business
7. Closing Remarks

We look forward to a productive discussion!