

# Performance Discussion Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

## Participants:

- [Employee Name]
- [Manager Name]
- [HR Representative (if applicable)]

## Agenda Items:

1. Welcome and Introduction
2. Review of Previous Goals and Objectives
3. Performance Highlights
4. Areas for Improvement
5. Setting New Goals
6. Open Discussion and Feedback
7. Next Steps and Closing Remarks

## Preparation:

Please bring any relevant documentation, performance results, and feedback.

## Notes:

All participants are encouraged to contribute to the discussion.