

Regular 121 Meeting Structure

Agree The Agenda

- Explain Purpose
- Ask what he/she wants to discuss



Actual Performance

 Ask first to self assess – then give feedback



Desired Performance

- Results Activities

- Behaviours

 Employee to present vision of desired perform.





Feedback

- Surface obstacles and issues
- Suggest specific actions
- Ask for employees reaction
- Tension



Benefit

- Offer information and brainstorm
- Reconciliation



Agree on Action Plan

- Express confidence and offer support
- Commitment to change
- Ask employee to summarise next steps

Web: www.mtdtraining.com

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MTD, the management training specialists, has been working with a **wide variety of clients** (both large and small) in the UK and internationally for several years.

We specialise in providing:

- In-house, tailor made management training courses (1-5 days duration)
- Open courses (Delivered throughout the UK at various locations)
- Management & leadership development programmes (From 5 days to 2 years)
- Corporate and executive coaching (With senior or middle managers)

We provide a wide range of management training courses and programmes that will enable your new and experienced managers to maximise their potential by gaining or refining their management and leadership skills.

Our team of highly skilled and experienced trainers and consultants have all had distinguished careers in senior management roles and bring with them a wealth of practical experience to each course.

At Management Training & Development Ltd we will design and deliver a solution that suits your specific needs addressing the issues and requirements from your training brief that best fits your culture, learning style and ways of working. Our programmes are delivered when and where you need them!

We believe that training should be fun, highly interactive and provide "real world" practical techniques and methods that you can use back in the office – and that's exactly what we provide.



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