

# Learn & Grow

Using the **GROW** Model to prepare for the  
Year-End Performance Review – Assessment Conversation

What is your **goal** for the conversation?

What are 2 or 3 key messages that you would like the employee to take away from the Year-End Assessment conversation? How would you like the employee to feel about the conversation?

What is your **reality**?

What results were accomplished this year? What behavioral competencies did the employee use to achieve these goals? What strengths did they demonstrate and where did they struggle?

What is the employee's **reality**?

The employee's self-assessment may reflect a different reality from yours. How can you explore their reality with curiosity? How can you share your reality and discuss any differences with a "beginner's mind"?

What are the **options**?

What would you like to see more of, less of? Are there things that you would like to see the employee begin, keep, or stop doing? Do you know what "stretch" opportunities they might be interested in?

What is the way **forward**?

How can you acknowledge the employee's success? How will you share your intent to help the employee improve and grow?