OBJECTIVES:

- **Define** goals, objectives, and performance standards.
- **Identify** and set performance standards that are specific, measurable, attainable, results oriented, and time-framed, using concrete active language.
- **Establish** time limits for all performance standards.
- **Involve** team members in creating their own individual performance standards.
- **Negotiate** to develop performance standards for team members that address both desired results and team members’ capabilities.
- **Monitor** team members’ progress toward their goals by holding individual review meetings.

SKILL POINTS:

- State broad goal of the plan.
- Ask team member’s view of what his or her performance standards should be within the plan.
- Negotiate by modifying unrealistically high or low performance standards.
- Agree on a set of performance standards that are clear, specific, and measurable.
- Confirm team member’s commitment and set up review.