

# Conversational 2-Minute Challenge

<b>Reason</b>	“I want to talk to you about (category of performance).”
<b>Observation</b>	“I’ve noticed that (describe the performance or behavior).”
<b>Impact</b>	“When this happens (describe the impact on the job being done).”
<b>Inquire</b>	“Tell me more about...”
<b>Request</b>	“From now on, I’d like you to (describe how to improve performance or behavior).”
<b>Document</b>	Make a supervisory note and place in the management file, not the e-personnel file.



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