

AI Prompting in Performance Management



There are many practical areas AI can play a role in your Performance Management process. Provided are some areas AI can play a part and easy to use prompts to get you started.

1 Setting Agendas

Sometimes managers stall because they don't know how to structure the conversation. AI can build a roadmap.

- Create a 30-minute performance meeting agenda for an employee who is strong in collaboration but needs improvement in meeting deadlines. Include time for feedback, self-reflection, and action planning.
- Draft three possible opening lines a manager could use to start a performance meeting on a positive but constructive note.

Crafting Questions

2

When employees don't know what they want, managers freeze. AI can generate thoughtful coaching questions.

- Give me 5 open-ended coaching questions to help an employee clarify their career goals when they say, 'I don't know what I want to do next.'
- Suggest probing but supportive questions for an employee who is consistently meeting expectations but not showing initiative to grow.

3 Role-Playing Scenarios

Managers rarely practice the hard conversations. AI can serve as a rehearsal partner.

- Pretend you are an employee who is defensive about receiving feedback on missed deadlines. Respond to my coaching attempts so I can practice handling resistance.
- Play the role of an employee who is upset about not getting a promotion. Give me realistic reactions so I can practice staying professional and empathetic.

Development Plans

4

Employees often get generic "improve communication" goals. AI can flesh them out into tangible steps.

- Turn this vague goal - 'Improve presentation skills' - into a 90-day development plan with milestones, suggested resources, and check-in points.
- Generate 3 creative ways to measure improvement for an employee working on time management skills.

5 Reframing Feedback

The same message lands differently depending on the person. AI can help managers flex their style.

- Rewrite this feedback - 'You need to speak up more in meetings' - for three different employee types: (1) new hire, (2) mid-level steady performer, (3) high-potential leader.

Self-Reflection Tools

6

AI can help craft worksheets or reflection prompts that employees fill in before a review.

- Create a self-reflection worksheet with 5 questions for an employee to complete before their performance review. Focus on strengths, growth areas, and future goals.

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