# Summative Exercise S4

## Instruction

1. Use the KRA’s you have compiled in Formative exercise 4D to compile a performance discussion with two of your frontline employees. (adjust the KRA’s to their individual circumstances if necessary but ensure that the KRA’s remain SMART).
2. Now, have a performance discussion with the two employees. Hand in the summaries of these two discussions.
3. Draw up a performance improvement plan with each employee in the form of an action plan. (2x action plans).
4. Obtain feedback from each employee on how they experienced the performance discussion. This feedback should be attached to this exercise. (Two times feedback)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Attempt** | | **Second Attempt** | | **Third Attempt** | |
| Competent | Not Yet Competent | Competent | Not Yet Competent | Competent | Not Yet Competent |
|  |  |  |  |  |  |