



## October 2007 Leadership Tip of the Month

# Reforming the Underperformer

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### Things To Do

- Arrange a one-on-one meeting with the person
  - Provide evidence of underperformance
  - Develop an understanding of their personal goals and aspirations
  - Show how their current performance will impede achievement of their goals
  - Ask the person to provide you with a performance improvement plan
  - Develop a follow-up/accountability plan with measurable performance milestones
  - Schedule the next meeting within weeks of the first meeting
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### Previous 2007 Leadership Tips of the Month

January - [Developing the 2007 Plan](#)

February - [Cross-Selling: Developing Opportunities For Your Group](#)

March - [Make Your Workplace A Great Place To Work](#)

April - [Remove Obstacles](#)

May - [Developing Accountability in Groups](#)

June - [Develop a Coaching Culture](#)

July - [Communicate Something Important](#)

September - [Raising and Focusing Group Energy](#)