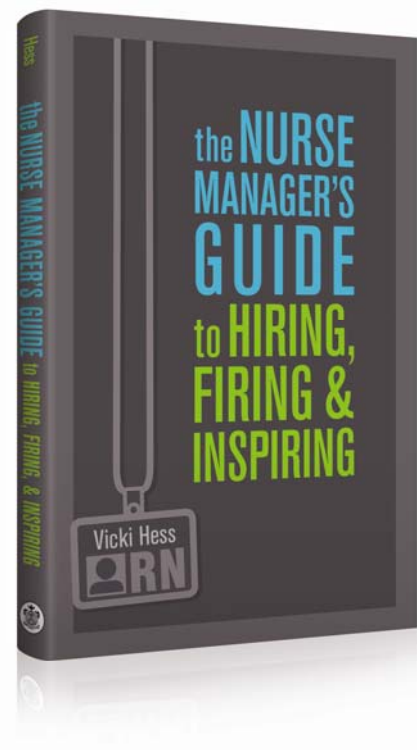
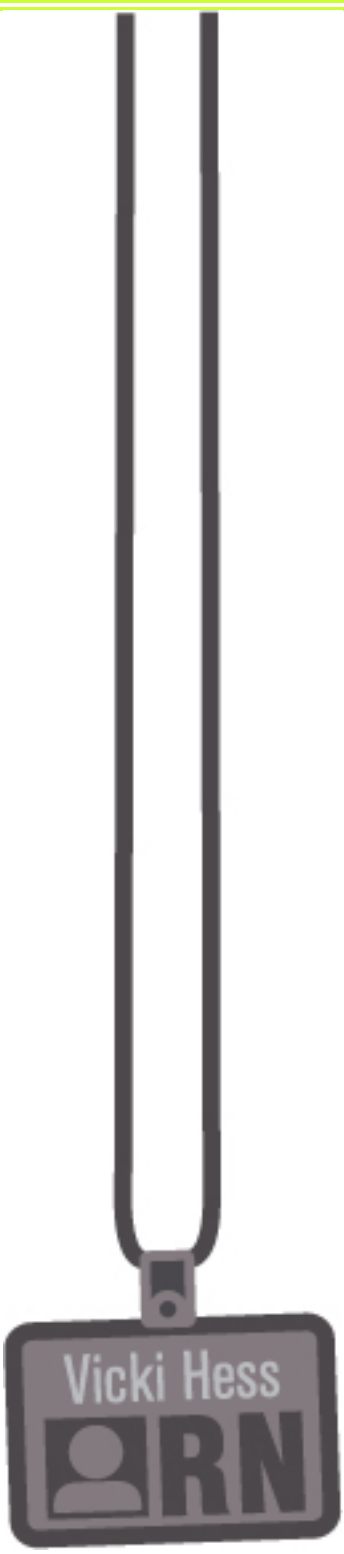


# TIMESAVER TOOL

CHAPTER 9

## DATA DRIVEN DISCUSSION CHEAT SHEET





## DATA DRIVEN DISCUSSION CHEAT SHEET

The DATA Driven Discussion™ model provides a framework for performance management conversations. You can use it for positive reinforcement or coaching. The goal in using this model is to decrease emotion and focus on facts so that the person doesn't take the feedback personally or get defensive. Note that after you describe the situation – you'll want to give the person a chance to explain and move on from there.

Here are four simple steps for conducting a coaching conversation.

**D** – Describe the situation.

**A** – Ask questions and listen.

**T** – Talk through solutions.

**A** – Agree on next steps.



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