

Insight's Action Learning Activity: Menu of Alternatives

Instructions:

- 1) In the Job Skills column, quickly indicate skills that are critical to your employee's success.
- 2) In the remaining columns, list employee names and check each skill that he/she possesses. On a scale of 1-5, they would be rated a 4 or 5. The empty boxes reflect areas of improvement.
- 3) Use this information to provide performance-related feedback to your team members.

<u>Job Skills</u>	<u>Name</u>	<u>Name</u>	<u>Name</u>	<u>Name</u>	<u>Name</u>	<u>Name</u>	<u>Name</u>	<u>Name</u>
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