



Weekly Performance Review

Discussion Topic	Key points
Progress on goals	Review progress on weekly goals and objectives
	Discuss completed tasks
Upcoming tasks	Identify and prioritize tasks for the upcoming week
	Clarify expectations and deadlines
Feedback on performance	Provide feedback on performance
	Highlight strengths and areas for improvement, with examples
Challenges and solutions	Discuss challenges faced during the week
Recognition and appreciation	Acknowledge employee's efforts and contributions
	Celebrate successes
Communication and collaboration	Discuss communication and teamwork
	Address issues
Final remarks	Summarize key goals and confirm action items

