**Develop a Performance Improvement Plan for your Role at UB**

**Step 1 – Take the DISC Communication Style Assessment**

* Before you meet with a coach, take the online DISC assessment
* DISC measures behavioral preferences and identifies your preferred communication style
* This assessment helps you to consider how and when to adapt and flex your communication
style in current and potential future roles

**Step 2 – Meeting #1: Identify Performance Strengths and Challenges**

* Meet in person with your coach and discuss what brings you to the meeting
* Review and discuss assessment results
* Create two lists: one for performance strengths and the other for performance challenges

**Step 3 – Meeting #2: Determine Goals and Create a Performance Improvement Plan**

* Discuss performance challenges, skill gaps and desired goals for current role
* Determine vision for ideal performance and job success and/or improvement
* Anticipate obstacles
* Develop SMART Goals
* Discuss how DISC Communication will help achieve goals
* Identify resources & support needed to achieve goals
* Develop Individual Development Plan (IDP)

**Step 4 – Follow-up and Determine Next Steps**

* Coach will follow-up to check progress and discuss next steps
* Determine what other support may be needed
* Schedule additional follow-up sessions as needed
* May need to develop practical skills, may involve fine tuning IDP

**Contact our Performance Support Specialist:**

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