

CLIENT	Colgate Palmolive	DATE	24 October 2019
PROJECT	Performance Management script	WRITER	Jerry Soverinsky

Performance Management Script	
<u>VIDEO</u>	<u>AUDIO (VO-voiceover)</u>
FADE IN: CP program logo.	FADE UP: INTRO MUSIC
	Setting clear performance expectations with your team members is a key enabler of employee engagement
<p>Colgate Performance Management Process Assess individual goals Managing With Respect Principles Assess performance</p>	<p>Colgate’s Performance Management process is a structured approach that allows you to create a high performing team that delivers results aligned to your organization’s goals! But how? It enables you to assess how each team member is progressing toward their individual goals as well demonstrate our Managing with Respect principles.</p> <p>Most importantly, performance management is about having continuous coaching conversations so your team members can make real-time adjustments and maximize performance.</p> <p>Let’s take a closer look.</p>
<p>Performance Management Approach</p> <ul style="list-style-type: none"> ● Objective setting ● Check-ins ● Performance summary 	
<p>Performance Management Approach</p> <ul style="list-style-type: none"> ● Objective setting ● SMART: specific, measurable, action-oriented, realistic, time-bound 	The Performance Management process begins with objective setting. This is where you’ll meet with your direct reports and discuss and align individual goals with business priorities. Ensure the objectives are written in a SMART way.
<p>Performance Management Approach</p> <ul style="list-style-type: none"> ● Check-ins 	Regular Check Ins are your way to have meaningful two-way conversations with your team members to coach them and reflect on results and behaviors towards the goals. This is the opportunity for both of you to agree on real time adjustments, to maximize individual’s performance while building an environment of trust and collaboration. Check-Ins should be timely and focused on how to improve going forward rather than reviewing the past. We

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	<p>encourage you to have at least one quarterly check in conversation with each direct report.</p>
<p>Performance Management Approach</p> <ul style="list-style-type: none"> ● Critical behaviors <ul style="list-style-type: none"> ○ Results Orientation ○ Timeliness ○ Initiative ○ Self-direction ○ Innovation <p>Performance Ratings</p> <ul style="list-style-type: none"> ● Highest ● Very Strong ● Strong ● Moderate ● Low <p>MWR Ratings</p> <ul style="list-style-type: none"> ● Highly Effective ● Effective ● Ineffective 	<p>Finally, during the annual performance summary, you'll reflect on the stakeholder feedback for individual team members as well as the self-assessment inputs from your team to review and rate the following:</p> <ul style="list-style-type: none"> ● Each team member's achievement against goals from 5 possible performance ratings ● How they demonstrated the Managing With Respect principles throughout the year from 3 possible MWR ratings. <p>When evaluating your team members performance keep in mind there are several critical behaviors that impact performance</p> <p>Keep in mind that the final ratings that you'll communicate to your team include the review and calibration by your managers, at a local, divisional and global level. Once Calibration is finished, you will be informed about the final calibrated ratings, and any associated feedback on possible changes. Only then, you will be able to communicate final ratings to your team members and have a coaching conversation.</p> <p>Take into consideration that the final ratings will impact other outcomes such as salary increases, development opportunities and annual bonus.</p>
<p>FADE IN:</p> <p>Program logo.</p>	<p>FADE UP: Music</p> <p>Providing your team members with regular and insightful coaching is critical for maximizing their performance and growth.</p>

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FADE OUT.	And it is instrumental in ensuring the continued growth and success of Colgate.
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