



Be Great Learning Series

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Way of Communication and Performance Review Report by Manager

Managers play a crucial role in developing average performers. While their performance might be average due to various factors, managers are also accountable to some extent. It's essential for managers to motivate these employees, helping them accept their current situation and inspiring them to overcome their weaknesses. When submitting performance reports, it's vital to communicate this message effectively.

The following communication facilitates this process in a positive way:

Dear [Employee's Name],

First of all, I appreciate your dedication and hard work within my team. Attached herewith is your performance report. This report holds significant importance for your professional as well as personal growth. I encourage you to study it thoroughly and feel free to discuss it with me for any necessary support and clarifications.

I firmly believe in your potential, which I have witnessed on several occasions. The areas for improvement outlined in the attached report can be overcome by leveraging your existing strengths. While it is true that you have not met the expected targets and displayed the required behaviours due to certain limitations, I am confident that this does not define your true capabilities.

You possess inherent strengths and talents that, when nurtured and enhanced, can transform your weaknesses into strengths. Your positivity and spirit can drive this transformation. I truly believe in your ability to rise above your current challenges and reach new heights.

I encourage you to focus on your weaknesses and convert them into strengths. Your determination and positive attitude will be your greatest assets in this journey. Remember, I have full faith in your abilities. You are capable of achieving extraordinary things.

Best of luck. I am here to support you every step of the way.

Warm regards,

[Your Name]

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