**Performance Support Conversation Program: Department Planning Tool**

Department:

Manager:

Director:

Total number of employees in business unit:

Frequency for performance support program (check one):

* Annual
* Once every 2 years
* Other, please specify:

How many employees will participate in the Performance Support Conversations Program each year?

Attach the list of employees that will be part of the Performance Support Conversations Program each year.

What is the basis for the placement of the employees in each year?

* Program area
* Length of service
* Alphabetical
* Physical work location
* Other, please specify:

**(For departmental planning purposes)**