

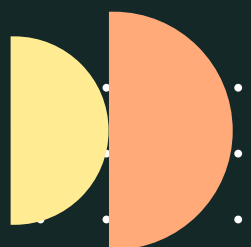


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How Leaders Can Use AI To Plan Strategic Performance Reviews

*4 AI prompts that help you think,
plan, and lead with intention.*

AMY GRAY | EXECUTIVE LEADERSHIP COACH





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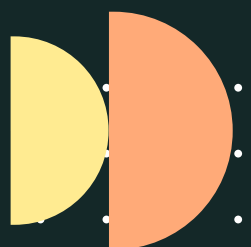
Performance reviews are too important to just “wing-it”.

Done well, they:

- + Align expectations
- + Reinforce culture
- + Support development

But most leaders struggle to find the mental space to prepare thoughtfully.

That’s where AI can help.





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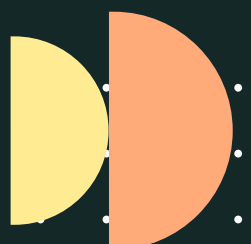
Build A Review Framework

Prompt:

Create a performance review template for [insert role or level] that includes key areas: outcomes, behaviours, development, and future goals. Add open-ended prompts for strengths, challenges, and alignment to values.

Follow-Up:

Based on this person's role, what questions would encourage a meaningful two-way conversation, not just a one-sided evaluation?





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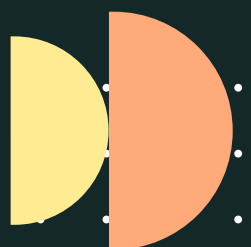
Reduce Recency Bias

Prompt:

Give me a reflection guide to use ahead of performance reviews that helps me consider the full review period, not just recent events. Include prompts about project delivery, collaboration, feedback received, and challenges overcome.

Tip:

You can feed in notes, Slack threads, or meeting summaries and ask AI to surface consistent themes or stand-out moments.





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Improve Difficult Conversations

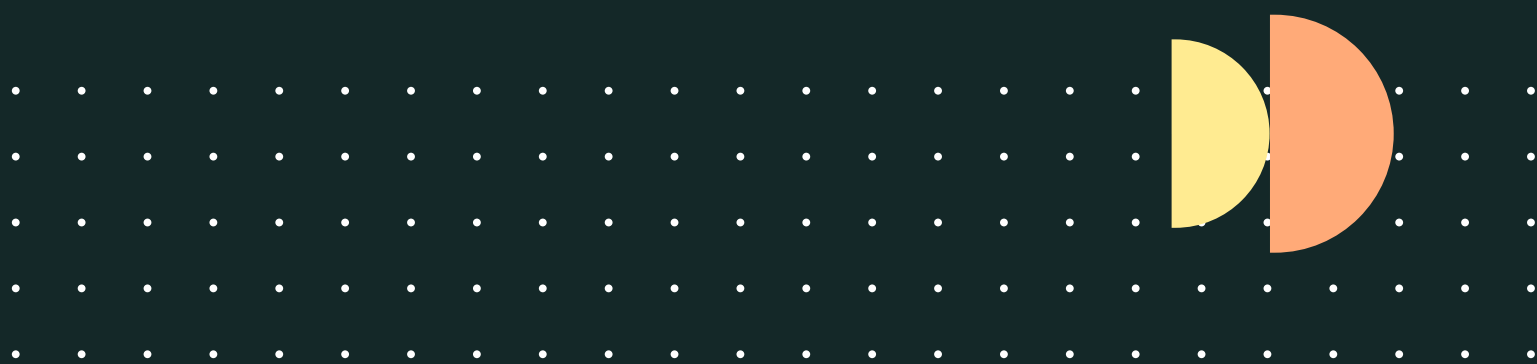
Prompt:

Help me prepare for a performance review where I need to deliver constructive feedback about [insert issue]. Create a structure for:

- *What I want to say*
- *Questions to invite their perspective*
- *Ways to stay supportive and clear*

Follow-up Prompt:

Now give me prompts to reflect on how I may have contributed to the situation, and what I could do differently as a leader moving forward.





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Set Strategic Goals

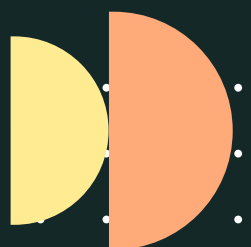
Prompt:

Based on this person's recent performance and aspirations, help me co-create 2–3 development goals that are:

- *Specific and measurable*
- *Aligned to team or business strategy*
- *Motivating and achievable*

Follow-up Prompt:

Suggest questions I can ask to involve them in shaping these goals so they feel ownership and commitment.





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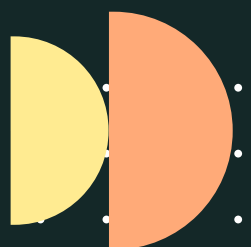
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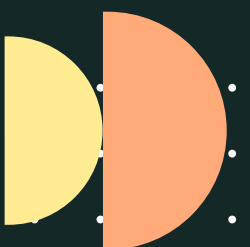




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AI won't replace your leadership judgment. But it will help you prepare better, reduce bias, and lead with clarity.

Think of it as your strategic co-pilot: You drive, AI helps you navigate.





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How are you using AI to prepare for performance conversations?

Tried a prompt that worked well for you? I'd love to hear your experience, please share in the comments.



Book a 1:1 discovery call with Amy to explore how leadership coaching could support you: leadershipeffect.com.au/discovery

