



REFLECT. READY. REVIEW.

As you prepare for development conversations, it is important that you reflect on previous Team Member performance and identify common trends or patterns. Through this **preparation**, you are setting up a conversation that will be efficient and meaningful, while ensuring everyone is on the same page.

Reflect on what you know about this team member:

In what ways did the team member contribute during the past performance period? Can you think of a specific example?

What gifts and talents does the team member bring to our organization? The team?

Are there any areas that could be good growth opportunities for this Team Member? Can you think of a specific example where this growth area was exhibited?

What have I done to support and guide this Team Member in the past performance period? Was there any shared feedback that I should follow-up on?

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Plan for the Collaborative Conversation:

How can I best support this Team Member as they work towards growing in their development?

Are there any opportunities for this Team Member to further leverage their strengths?

How can I incorporate this Team Member's passions into their development goals?

Any additional notes:

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In the Team Member Conversation, Managers and Team Members are **collaborating** on a performance plan. This conversation allows for Team Members to share their goals and career plans, ensuring that the Manager understands how best to **support and guide** the Team Member to feel **ready** in their performance development journey.

Questions to Ask Your Team Member:

What are your top three strengths?

When do you feel most engaged during your work?

Where do you see yourself in 1, 3, or 5 years?

Set a SMART goal together:

A SMART goal is a goal that is Specific, Measurable, Achievable, Relevant, and Timely

When will your next COLLABORATE conversation be?

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Establish Checkpoints to Ensure Success:

Checkpoint 1:

Checkpoint 2:

Checkpoint 3:

How will you know the goal has been met?

Any additional notes:

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Once the direction has been established, it is essential that the Manager schedules **regular check-ins** to **review** and **guide** the Team Member's development journey. In these check-ins, the Team Member and Manager can **identify strengths and gaps** and **make adjustments** accordingly to ensure that the Team Member stays on track and develops efficiently.

Ask your Team Member:

What progress have they made towards their goals since the last time you talked?

Are there any obstacles preventing them from reaching their success?

Are there any adjustments that they should be making to reach their goals?

Any additional notes: