

Tips for a Successful Year end Conversation

Manager's Tips



- Schedule sufficient time to discuss.
- Encourage active participation in a two-way conversation.
- Look back at the progress on goals throughout the whole year.
- Look forward to career interests, role alignment and goals for the future.
- Share their achievements- impact of their goals which were considered extremely stretching compared to peers and/or where they took on additional responsibilities.
- Confirm their performance and quality of work throughout the year stands out in their immediate peer group. Give examples.
- Describe how they proactively contributed and added value to the team's and the company's success, providing examples.

Year End Conversations

Employee Guide

What to cover	What you could say	Notes for you
<p>Start off by sharing the agenda of the meeting</p>	<ul style="list-style-type: none"> - The topics I would like to cover today... - The reflections I had since we last met ... 	
<p>1. Review of progress against goals</p> <ul style="list-style-type: none"> • Give updates on your progress while also considering how relevant your goals may still be in the light of recent events. <p>2. Ongoing coaching</p> <ul style="list-style-type: none"> • Discuss feedback you received and seek additional input from your manager on what to continue doing and what to consider doing differently. • Consider feedforward concepts- how could I do it differently next time? • Agree who else you might want to seek in-the-moment feedback from. <p>3. Growth & Development</p> <ul style="list-style-type: none"> • Work with your manager to get where you want to be by actively sharing your short- and long-term goals & career aspirations. 	<ul style="list-style-type: none"> - I wanted to share progress on... - What development do I need in the future to achieve my goals? - Those are what I believe to be my strengths... how do I make the most out of them? - Here is what I have learned and how I applied what I have learnt... - This is how I used my feedback to develop myself... - What do you think I can do more of? - What do you think I need to rethink? - Those are my career aspirations... what development will help me achieve them? 	
<p>Finish off by agreeing on next steps / way forward</p>	<ul style="list-style-type: none"> - I think next steps / way forward should be... - I will update my goals in line with what we discussed today... 	

