

Goal setting conversation tips for managers & employees

ESSENTIALS FOR COMPLETE CONVERSATIONS

For Employees	Applying the Essential		For Managers
Prepare and Participate	Think about what you want to say, and how you want to say it. Contribute and speak up!	Encourage employees to actively participate in the conversation and make all efforts to be an excellent listener.	Ask Questions and Listen Well
Build Connection	Make sure you understand how the impact you make contributes to the big picture and how you matter.	Ensure your employees know and feel like they are making a significant impact and they matter.	Build Connection
Seek Clarity: A. Clarify Expectations B. Ask for Specific Feedback	Get clear about the outcomes and behaviors that are expected of you. And, ask for feedback that tells you specifically what you did or did not do.	Make every effort to clearly define and communicate the performance expectations you have. And, help employees see what they're doing well and what to do better via feedback.	Make it Concrete: A. Set Concrete Expectations B. Give Concrete Feedback
Invest in your Own Development	Take advantage of opportunities to take your skills and contribution to the next level.	Actively help your employees to take their skills and contribution to the next level.	Encourage & Support Development