

Conversations to Introduce the Annual Process

A great way to begin the annual goals / review and development cycle is to set-the –stage with a conversation about the process. You can either do this in individual meetings or team meetings. The outcome is to share why this is beneficial to everyone’s success and to make sure everyone understands the roles and accountabilities. It also provides you with an opportunity to inform employees of your philosophy and management style. This puts everyone at ease and gives them advance notice to start preparing.

The GROW Model guides your conversation so it is purposeful and two-way. The use of open-ended questions helps conversation flow. Employees feel heard and valued because they share their thoughts, insights and are receptive to feedback. The GROW model helps to build trust, is supportive and empowering of others. It’s all about the conversation.



Agree on the topic and specific objective of session; set long term aim if appropriate	Invite employee self-assessment; offer specific feedback with examples; avoid or check any assumptions	Brainstorm options; invite suggestions from employee; offer suggestions carefully; ensure choices are made	Commit to action; identify any barriers and solutions; make steps specific with timelines; agree to support
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Modify as it fits your topic, tone, communication style and relationship with your employees

<p>Sample Conversation Starters <i>I'm glad we have an opportunity to meet today. I would like to discuss our new annual goals and development planning process with you.</i></p> <ul style="list-style-type: none"> • What would you like to get from today's meeting? • Is there anything specific you would like to know? <p><i>My goal is to ensure you fully understand the process, timelines and what each of us is expected to do. What else would you like to take away from today? So we agree on.....</i></p> <ul style="list-style-type: none"> • Let's get started 	<p>Sample Conversation Starters <i>Manager provides information package and begins to review...</i> <i>At the end of the info sharing you might ask staff:</i></p> <ul style="list-style-type: none"> • Have you had any previous experiences with annual processes? • What made it successful? What didn't? • What did you like? What didn't you like about the process? <p><i>Would you like to hear about my experience with annual processes?</i></p>	<p>Sample Conversation Starters <i>Lots of brainstorming to determine how manager and employee(s) will work through this process.</i></p> <ul style="list-style-type: none"> • What can we do to ensure we don't miss any significant dates? • What might be ways you can track your progress with respect to identified goals? • What are ways to store notes or records of progress? 	<p>Sample Conversation Starters</p> <ul style="list-style-type: none"> • How will we hold ourselves accountable to the suggested timeframe? How will you hold yourself accountable?
Topic and specific objective for the conversation is clear.	Situation and experience reviewed and feedback provided.	Development opportunities are explored and options are selected.	Action plan and timeline is confirmed.