



# MEANINGFUL CONVERSATIONS GUIDE

## ABOUT THIS GUIDE

The guide is intended to provide a framework for managers and employees to have meaningful, in person conversations. Manager and direct report should establish an agreed upon process and interval for using this form - recommendation is monthly with a minimum of quarterly. Please ensure employee goals have been agreed upon before using this guide.

## INTRODUCTION

Employee name	Last conversation date	Current conversation date

What went well since we last met?

## GOALS

Discuss progress on your goals. What accomplishments have energized you? What successes have you had. What strengths have you put to use?

What support or adjustments do you need to achieve your goals? Have you experienced any barriers?

(continued on back)

## DEVELOPMENT

What aspect of your professional development would you like to focus on in this meeting? How will this assist you in a current project, your role, or a future career goal?

What support do you need from me or others in order to achieve any development in this focus?

What do you like most about your job? What would you like to do more (less) of?

How are aspects of diversity, equity, and inclusion incorporated in your daily work? How can I support you?

## SUMMARY, KEY POINTS, AND NEXT STEPS

Date for next conversation:

(To be completed by Manager/Supervisor)

I will support you by:

(To be completed by employee)

I will accomplish the following:

### Need help?

Please reach out to your point of contact or email [valuationteam@umich.edu](mailto:valuationteam@umich.edu)