

Prework questions for the “stay” meeting

- Make a list of your greatest successes in 2020.
- Think about changes/improvements/additions you would like in your job responsibilities over the next several years.

Meeting outline

A. Identify strengths and weaknesses based on 2020

- Ask to review the prepared list of successes
- What were the area/responsibilities that you did not enjoy and/or perceive you are not good at.

B. Identifying strengths

- Using that the information collected above, collaboratively seek to identify strengths to build increased responsibilities around.
- Presuming that the above discussion will focus at least primarily on tasks, discuss strengths and areas for improvement in each of the following
 - Decision-making
 - Time management
 - Planning
 - Interpersonal communication including listening
 - Leadership

C. New and increased responsibilities for the coming year

- Jointly identify 1-3 areas for new or increased responsibility in operations/management
- If appropriate, discuss additional leadership responsibilities

D. Training and professional development

- Identify training needs for improvement and/or to meet new management responsibilities
- Draft a plan to meet the training needs
- Discuss and identify professional development opportunities for decision-making, time management, planning, interpersonal communication including listening, leadership

E. Implementation

- Address any question or concerns from the manager
- Ask for their 1-3 key takeaways from the discussion
- Identify the immediate action items

- Plan a follow-up meeting