

1:1 Conversation Starters

Purpose:

This reflection template is designed to help managers and employees have a meaningful conversation about progress toward annual goals. It ensures alignment between individual tasks and department objectives, identifies any challenges, and provides an opportunity to adjust goals or resources as needed.

Preparation:

1. Review the employees' goals set in the Individual Development Plan (IDP) completed during the 2024 evaluation cycle.
2. If the IDP is incomplete, have the employee complete one for review during the mid-year check-in.
3. IDP forms are available in the Helpful Documents section of the Human Resources website.

Reflection Questions:

1. **Successes:**
 - a. *What accomplishments or milestones are you most proud of so far this year?*
2. **Progress Update:**
 - a. *How do you feel about your progress toward your goals so far this year? (OR what goals will you work toward for the remainder of the year?)*
3. **Challenges:**
 - a. *What obstacles have you faced in achieving your goals/priorities, and how can I help you overcome them?*
4. **Support Needed:**
 - a. *Do you have the tools, resources, and support needed to stay on track with your goals/priorities? If not, what would help?*
5. **Adjustments:**
 - a. *Are there any goals, priorities, or timelines that should be adjusted to better align with department objectives or current circumstances?*

Tips:

1. Celebrate progress made towards goals or priorities to motivate continued growth.
2. Provide **constructive** feedback on areas needing improvement. Constructive feedback includes:
 - references to specific behaviors or actions, not generalizations.
 - Acknowledgments of strengths and identification of areas in need of improvement.
 - a clear path forward by offering concrete suggestions for improvement.
3. Continue to revisit and refine goals to ensure they remain realistic and aligned with the department's evolving needs.