10 Minute Check-In Conversation Guide

Preparation is the key to a fast and effective performance check-in between managers and employees.

This guide helps managers and employees:

- Prepare for an efficient check-in conversation
- Organize ideas and make note of key successes and challenges ahead of time
- Anticipate what topics both parties will want to cover
- Decide together on next steps for the employee

Instructions:

MANAGERS
Provide this worksheet to your employee two days before the scheduled check-in. Use the “notes” area in sections 2 and 4 to prepare for and guide the discussion topics you want to cover during the check-in. Be ready to provide answers to your employee’s questions in sections 3 and 5 once they have returned the worksheet to you!

EMPLOYEES
Review each section of this document as you reflect on the time since your last check-in conversation with your manager. Use section 1 to identify your key accomplishments and priorities. In sections 3 and 5, check-off the topics and questions you want to discuss during the check-in. Keep the original and make a copy of this document with your selections marked to share with your manager 1 day before your scheduled conversation. Use the “notes” section to capture your thoughts and prepare for your discussion!
<table>
<thead>
<tr>
<th>WHO</th>
<th>TOPICS AND IDEAS FOR QUESTIONS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. EMPLOYEE</td>
<td>START THE MEETING WITH:</td>
<td></td>
</tr>
</tbody>
</table>
| ~1.5 minutes | 1. Highlighting your recent contributions. What priorities have you achieved since your last check-in? What priorities will carry forward to your next check-in?  
2. Asking what new priorities have emerged for you, your team or the organization? |       |
| 2. MANAGER   | KEEP THE CONVERSATION GOING WITH:                                                            |       |
| ~1.5 minutes | 1. Sharing your insight on evolving work priorities that impact and involve the employee.  
2. Highlighting the contributions to key work priorities that the employee has helped achieve since your last check-in.  
3. Describe the actions to be carried out to move important initiatives forward until your next check-in. What can the employee do to help? |       |
| 3. EMPLOYEE  | YOUR PERFORMANCE: Now and Moving Forward. Check 1-2 questions you’d like to ask your manager: |       |
| ~2 minutes   | □ What’s on thing that I’m doing well and that I should continue with?  
□ What’s one thing I’m doing to support you that is working?  
□ What’s one way I could support you more?  
□ What’s one way we could work better together?  
□ What’s one thing I can do to grow in my position? |       |
| 4. MANAGER   | MANAGER’S PERSPECTIVE:                                                                      |       |
| ~1 minute    | 1. What’s gone well, employee contributions and their impact.  
2. What’s next to focus on.  
3. Other topic ideas: |       |
| 5. EMPLOYEE  | YOUR DEVELOPMENT: New skills and work interests. Check 1-2 questions you’d like your manager to ask you: |       |
| ~2 minutes   | □ Is there a new skill you want to develop?  
□ What’s one of your skills you’d like to use more of?  
□ Are there any projects you want to be involved in?  
□ What on-the-job experience would help you progress? |       |
At Saba, we know that every organization has the potential to be a great place to work, and no matter what your business does, or who you serve, or what you sell, success starts with your people. But in today’s diverse, mobile, social world, successful organizations must deliver an experience at work that’s more connected, and more personal than ever before. And the most successful do this with Saba. Because we combine the science of talent with intelligent technology to deliver a “just-for-me” talent experience for every individual - in the moments that matter most. With powerful tools and insights talent leaders need to prove the experience makes an impact on business success. So from attracting candidates who are the perfect fit, to designing paths for personal growth, to creating a culture that nurtures the unique talents of every individual, Saba helps you give your people and teams the message: Work to your strengths. Work like you envision. Work like it’s personal. Work like you.

© 2019 Saba Software Inc. All rights reserved. Saba, the Saba logo, and the marks relating to Saba products and services referenced herein are either trademarks or registered trademarks of Saba Software, Inc. or its affiliates. All other trademarks are the property of their respective owners.