

Preparing for a Conversation – Work Sheet

Date: _____

Employee Name: _____

Unit/Area: _____

Program: _____

Consider these points when preparing to meet	Done (√)
Before the Meeting with the Employee:	
What are you hoping to accomplish at this meeting?	
Review the suggested language listed below to plan your conversation with the employee.	
At the Meeting with the Employee:	
Reassure the employee the goal is to move forward and understand future work expectations. <ul style="list-style-type: none"> • Ask open-ended questions to get the employee talking. • Paraphrase what the employee says in order to clarify your understanding. • Acknowledge and support employee feelings • Be concise and candid about what you have observed, what you expect, and by when 	
After the Meeting:	
Document the meeting and include any documents completed in the meeting with the employee	

During the dialogue, it is important you are very clear in saying what it is that you want to see happen and at what time:

State the Facts i.e. what you have seen or heard	Give Your Perspective	Ask Questions
I've seen....	It seems to me...	I'm curious about....
I've observed....	I'm beginning to wonder...	Tell me more about....
Lately I've noticed....	At best I think.....at worst I think...	Help me understand...
Paraphrase the employee's words as the facts		I'd like to talk more about...
		Do you see it differently?