

Conversation Guide: Year-End Wrap-Up Conversation

EMPLOYEES

Use these questions to guide your preparation:

Reflect on Your Accomplishments:

- What are your 3 biggest accomplishments this year?
- What are you most proud of, especially in how you've embodied our values of Thinking Differently, Acting with Purpose, or Working Together?
 - Consider specific examples that highlight how your work has contributed to team or institutional goals.

Skills Development:

- What skills have you been focusing on this year?
- Which skills would you like to continue developing?
 - Think about areas where you've grown and how you can build on that development moving forward.

Goal Setting:

- What are your goals for the next 4-6 months?
- What specific outcomes do you envision and how do they align with the team's objectives?

Support for Your Growth:

- What support do you need from your manager to continue growing?
- How can your manager best help you develop in line with our values of Thinking Differently, Acting with Purpose, or Working Together?
 - Be clear about what you need to thrive and how your manager can play a role in your on-going development.

Looking Forward:

- As you look to next year, what would you like to continue doing, stop doing, start doing?
- How do these align with the values of Thinking Differently, Acting with Purpose, or Working Together?
 - Consider how your work can evolve and where you see opportunities for change or improvement.

Feedback on Manager Involvement:

- Where could your manager have been more involved in your work to support you?
- Where could they have stepped back to empower you to think more creatively or collaborate more effectively?