

# Conversation Guide: Year-End Wrap-Up Conversation

## MANAGERS

### Reflect on Accomplishments:

- What were your 3 big accomplishments for the year?
- What are you most proud of, especially in how you have embodied our values of Thinking.Differently?Acting.with.Purpose or Working.Together?

### Skills Development:

- What skills have you been working on?
- What skills would you like to continue developing?

### Goal Setting:

- What are your goals for the next 4-6 months? (Alternatively, what do you want to be most proud of in one year from now?)
- What specific outcomes do you envision and how do they align with the team's objectives?

### Support for Growth:

- How could I best support your professional development right now?
- What support do you need in the year ahead?

### Looking Forward:

- As we plan for next year, what would you like to:
  - Continue doing?
  - Stop doing?
  - Start doing?
- How do these align with our values of Thinking.Differently?Acting.with.Purpose or Working.Together?

### Manager Involvement:

- Where could I have been more involved in your work?
- Where could I have stepped back more to empower you to think.differently or work more collaboratively?