



Checking-in with your manager

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Want to check-in?

Do you want some 1-2-1 time with your manager to discuss progress, wellbeing, development or your career?

2

Arrange your check-in

Speak to your manager and set some time aside that works well for both of you. Let them know if it's a specific check-in.

3

Prepare for check-in

You have handy conversation templates available on the 'Forms' Section of Colleagues Connect if you wish to prepare for your check-in.

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Check-in

Meet with your manager at the time you have arranged and discuss what you need to. Agree a follow-up time or just request another when you're ready.

Find your Conversation Templates at:

colleaguesconnect.midcounties.coop/quick-links/forms/



What check-ins can I request?

The colleague check-in

The general Check-in between colleague and manager, about agreeing goals and expectations. This can be a specific conversation about your performance, or a much less formal chat about how work is going.



Wellbeing check-in

Do you feel stressed? upset? unable to cope? Or, just have something you'd like to get off your chest? You may wish to request a Wellbeing Check-in from your manager to discuss any personal issues. There is always a way we can help.



Career check-in

Do you feel like you are ready or getting closer to taking the next step in your career? If you've considered building a career with us at Midcounties, you may wish to request a Career Check-in to explore your options.



Development check-in

Do you wish to develop your skills and competences? Is there something new you wish to try or perhaps learn? Here at Midcounties we offer a wide range of training and development to all of our colleagues. Request a Development Check-in to find out more.





Why check-in?

Check-ins are to replace our traditional paper-based annual review system.

We have realised that our colleagues value the ability to have regular conversations with their managers, instead of a single long review conversation each year.

We have introduced Colleague Check-in's to give you, as colleagues, your own freedom to Check-in when it best suits you.

We still require a minimum of one Check-in per year, per colleague, and encourage all colleagues to regularly Check-in with their line manager.

All colleagues have Conversation Templates available to them, which can be used to prepare for your conversation beforehand, document your conversation during, and reflect on your conversation after.

Templates are available to all colleagues on Colleagues Connect.

It's really important for all of our colleagues to stay connected with their managers regularly - we have found that our colleagues are able to gain multiple benefits from doing so, not only have their day jobs and manager's benefitted from this process - but also the colleagues themselves have felt a benefit from it.

Start your regular check-in's today! Speak to your manager to find out more, and set aside some time to Check-in.

