

Conversation Preparation Template

To help you prepare for your Check-in conversation.

Name

Date

GOALS: WHAT ARE MY GOALS?

Things to consider: What is important to you? / What will reaching your goal give to you? / How will you know when you have reached your goal?

REALITY: BEING REALISTIC AND AWARE OF THE CURRENT SITUATION.

Things to consider: What is happening to you now? / What is the result of this? / What are the details of the current situation?

OPTIONS: HOW CAN WE CONTRIBUTE TO A SOLUTION?

Things to consider: Are there any obstacles stopping you? / What else could you do? / Imagine you reached your goal, how did you do it?

WILL: A PLAN OF ACTION.

Things to consider: What concrete steps can you take now? / How can your manager help you overcome obstacles? / How motivated are you? / What exactly do you need to do to reach your goal?