

Conversation Reflection Template

To help you reflect on your Check-in conversation.

Name

Date

GOALS: WHAT ARE MY GOALS?

Things to Reflect on: Were your goals appropriate? / Do you have a clear vision of where you need to go? / Did you discuss anything you did not consider?

REALITY: BEING REALISTIC AND AWARE OF THE CURRENT SITUATION.

Things to Reflect on: What did your manager say about your current situation? / Do you feel more clarity on your current situation?

OPTIONS: HOW CAN WE CONTRIBUTE TO A SOLUTION?

Things to Reflect on: Did you discuss options for solutions? / What were they? / Did discussing this with your manager help? How?

WILL: A PLAN OF ACTION.

Things to Reflect on: Did you outline a plan of action with your manager? / Have you agreed to follow up on this meeting? / Has your manager helped motivate you and/or steer you in the right direction?