

How to LEAD a Check-in Conversation

Check-in Conversations:

- Should happen quarterly at a minimum
- Focus on both Performance and Development
- Tied to Goals and Performance, not Compensation



Make the **T**IME to do this right



Arrange for a private space



Do your homework

I know you heard me, but were you listening?



Don't forget, Check-ins can be used for recognition too!

Check-in Questions

L

LISTEN



1
Ask, "Describe all of your recent achievements, accomplishments or things that your proud of?" ...Listen!

2
Ask, "What development needs in the future do you see for yourself?" ...Listen!

E

NGAGE



Here is where you as their manager get to fill in the gaps. Here you're adding forgotten details and giving feedback.

What development needs do you see in their future?

A

NALYZE



3
Set goals for the upcoming period of time... Are there any interim deadlines? Are these goals SMARTer?

Ask, "How could these assignments be developmental for you?" ...Listen!

D

OSOMETHING



4
Does achieving these goals contribute to specific business goals and is that line-of-sight evident?

Ask, "Is there a clear and specific plan with documented next steps?" ...Listen!

A Goal Without a First Step is Just a Wish

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Extra Credit

Question. ???



5

At the end of your Check-in Conversation... Ask for feedback about how you're doing as their manager and what the organization could do to improve? ...Listen!