

YOU MATTER HERE CONVERSATION PLANNER

LEADER NAME: EMPLOYEE NAME: YEAR:

Use this planner on an annual basis to increase engagement with each of your direct reports during your one-on-one meetings.

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What is a specific attribute you are grateful to them for bringing to your team? Express gratitude.
Have been able as added value this world. Decoming and shows feedback
How have they added value this week? Recognize and share feedback.
What's going on in their personal life? Reflect on celebrations, heartaches and everyday life.
what 3 going on in their personal life. Reflect on celebrations, heartaches and everyday life.

YOU MATTER HERE QUESTIONS

1. What keeps	you working here at our organization and in your role?								
How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4			
Discussion Notes & Follow Up Actions:									

2. What is something in your current role you wish you had more/less of?										
How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4				
Discussion Notes & Follow Up Actions:										

3. Have you been given the freedom to be yourself and do things your way in your role?										
How will I ask it? Q1 Q2 Q3 Q										
Discussion Notes & Follow Up Actions:										

4. Which of you	r skills are you not using in your current role?								
How will I ask it?	W	When will I ask it?	Q1	Q2	Q3	Q4			
Discussion Notes & Follow Up Actions:									

J. How carring	ake your work more enjoyable; wore fulfilling;					
How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4
Discussion Notes & F	follow Up Actions:					
C What is an a	roo you would like to loom and arrowing					
	rea you would like to learn and grow in?					
How will I ask it?	Tallace the Askings	When will I ask it?	Q1	Q2	Q3	Q4
Discussion Notes & F	ollow Up Actions:					
7. What opport	tunity would interest you enough for you to step away from	your current role?				
How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4
Discussion Notes & F	follow Up Actions:					
8 What is the	single most meaningful action I could take as your leader?					
How will I ask it?	inigie most meaningraf action i could take as your leader.	When will I ask it?	Q1	Q2	Q3	Q4
Discussion Notes & F	ollow Up Actions:	Wileii Will Lask It:	L Q1	ŲΖ	ŲΣ	Q4
	p 11313131					
9. If you were g	going to coach me on one thing to make me a better leader,	what would it be?				
How will I ask it?		When will I ask it?	Q1	Q2	Q3	Q4
Discussion Notes & F	follow Up Actions:					
YOUR QUEST	IONS					
Write Your Own Quest	ion Here:					
When will I ask it?			Q1	Q2	Q3	Q4
Discussion Notes & F	follow Up Actions:		ı			