Explore Individual Engagement

Benefits for employees of 1:1 employee engagement sessions:
- Employees feel **valued** and **respected** when their manager takes the time to meet with them and expresses interest in their development and career goals.
- Employees feel **recognized** and **appreciated** when their manager provides recognition of positive performance and contributions to the team and the organization.
- Employees feel **excited** and **inspired** when their manager talks to them about the overall vision and strategic direction of the company and helps them see how the work they do impacts and supports that vision.
- Employees feel **empowered** and **motivated** when they have a development plan created that will help them build the skills and experience they need to achieve their career goals.

Manager goals for 1:1 employee engagement sessions:
- Strengthen the employee/manager relationship and continue to build an environment of open two-way communication.
- Show an interest in and gain a deeper understanding of the employees’ career and development goals.
- Assist the employee in creating a development plan that will allow them to build the skills and experience they need to meet their career goals.
- Ensure the employees’ skills are being utilized fully in their current role, as appropriate, to maximize their development for current and future roles.
- Provide recognition of recent accomplishments, positive work performance and any other areas of positive contributions.

Manager Talking Points:
- Advise that your ultimate goal is to ensure you are doing everything you can to support the employee in meeting their development goals.
- Begin by reviewing accomplishments and providing recognition of positive contributions.
- Ask open ended questions to gain a better understanding of the employee’s career and development goals:
  - What motivates you?
  - What gets you excited about work?
  - From a professional standpoint, where do you see yourself over the next five to ten years?
  - Have you given any thought to your career path or steps you would take to achieve your career goals?
  - In your current role, are there any skills or interests you have that you would like to utilize more?

**NOTE:** Not all employees are motivated in the same way. Actively listening to the feedback provided by the employee will help you to better support them in their growth and development.
Manager Talking Points Continued:

- **Explain your role in their development process:**
  - Help to identify a career path that would support any long term career goals the employee has.
  - Assist in creating a development plan designed to build the skills and experience needed to meet their career goals.
  - Provide opportunities in current role, as available, to help the employee utilize their skills to their full potential (projects, cross-training, stretch assignments, etc).
  - Act as a sounding board and resource for the employee to assist and support them as they work towards their development goals.

Additionally tips for effective 1:1 employee engagement sessions:

- Give the employee your full attention during the meeting. Checking emails or other actions tell the employee this is not a priority for you.
- Have an agenda to ensure all topics are covered and to prioritize any key topics.
- Pre-meeting: May be helpful for both employee and manager to come to the meeting prepared to discuss specific areas or to provide updates.
- Meetings should be scheduled on a recurring monthly or quarterly basis to maintain positive impact on development goals and engagement.