



Explore Individual Engagement

Employee benefits 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 your employee that your ultimate goal is to ensure you are doing everything you can to support their development goals.
- Begin by reviewing accomplishments and providing recognition of 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.



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Manager Talking Points Continued:

- **Explain your role in their development process:**
 - Help to identify a career path that would support long term career goals.
 - 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.

Additional 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: It 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.

Tags: Active Listening, Employee Engagement, Personal Development, Goals, Communication, Performance, Success, Professional Development, Two-Way Communication, Vision, Values, Retention