KICKOFF DISCUSSION
A TOOL FOR LEADERS

Use the following questions to help you prepare for the annual discussion with each employee. You can ask them to complete a similar form to bring to the meeting. If you like you can complete a second form (attached) after the meeting that describes what you mutually agreed upon.

1. Big Buckets of Work – When you think about this team member’s areas of responsibility:
   a. What can continue to function as it currently does?
   b. What should they work on to make even better next year?
   c. Is there something they should stop doing?
   d. What is going exceptionally well?

2. How this Team Member Works
   a. When you think about how this staff member works, what is going well and what could improve next year? (Consider our organizational values and the success factors resource.)

3. Goals
   a. Describe this team member’s accomplishments in regard to their goals from last year.
   b. What new goals will this team member work on this year? (Consider using the goal-planning worksheet on the HR website)

4. Support
   a. How will you support this team member this year to be even more successful?