



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?