



# THRIVING WORKPLACE

## Thriving Conversation: Reaching Our Goals

The purpose of this team conversation is to develop a plan to reach our goals. Your job as a manager, supervisor or leader is to clarify performance expectations, and then help the group recognize, develop, and use their individual and collective talents and strengths to accomplish their goals.

As a group, answer each set of questions. Use the following page to record your group's responses to how to aim the group's collective talents to help reach their goals.



**IDENTIFY A GOAL FOR THE GROUP:** Collaboratively identify and prioritize the most important group goals.

- What are three or four important goals or challenges that we need to achieve as a group?
- How would you prioritize the list from most to least important?
- Based on the results of the prioritization discussion, which goal will we focus on as a group?



**BRAINSTORM TASKS AND STRENGTHS:** Identify the critical tasks the group needs to complete, and determine what could help or hinder the group during the process.

- What are three or four critical tasks that we need to complete to achieve our goal?
- What can help us reach our goal? What might hinder us?
- What are some possible solutions to those things that could hinder our group from completing the tasks to reach our goal?



**IDENTIFY WHO CAN HELP:** Identify who in the group can help complete each task based on group members' unique talents and strengths

- Where do you think you can have the greatest effect?
- Which tasks best align with your talents and strengths?
- Looking at our collective strengths, are there partnerships that can be created?



**DETERMINE NEXT STEPS:** Determine the specific and immediate next steps the group needs to take to complete the tasks.

- What immediate next steps do we need to take to complete the tasks?
- Who will take ownership of each step?
- When do you think we can complete each of these steps?
- Ensure that everyone in the group feels like he or she contributed to the overall process.
- If possible, look for opportunities for each person to contribute in his or her own way to reaching the goal.

### Leader Pro Tips

- Ensure that everyone in the group feels like he or she contributed to the overall process
- Look for opportunities for each person to contribute in their own way to reaching the goal
- Regularly follow-up to be sure the group is making progress

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