



## **Conversation Guide**

### **Q01: I know what's expected of me at work**

#### **ASK YOURSELF**

- What are the measures used to evaluate our individual and collective performance?
- How do I set objectives for my group?
- How often do I sit down with the members of my group to discuss their progress?

#### **ASK YOUR GROUP MEMBERS**

- What do you get paid to do?
- How does this help achieve our group's goals?
- What do you want to accomplish this year?
- Name five expectations that you feel are appropriate for our organization to have for your position and the outcomes of your work.
- What are the standards for great performance in your role? What are your points of comparison?
- Have you talked to your colleagues in the past six months about what they expect of you? What did you learn?
- What do you expect of your colleagues? Do you think they are aware of these expectations? How do you communicate your expectations to them?
- What are the best ways to communicate with you regarding what is expected of you?
- What does excellence look like in your current role?

#### **SOME BEST PRACTICES**

- Schedule a goal-setting meeting with each member of your group at least twice a year. Set goals in measurable terms.
- Schedule short, 10-minute "sunrise meetings" to provide clarity on transactional matters: prioritize, identify problems, and communicate progress.
- Regularly ask and answer these three questions:
  1. Where are we going (our group's vision or outcomes)?
  2. What do we believe in (our group's guiding principles or values)?
  3. Why do we exist (our mission)?