



Give Me Five Discussion Guide for Employees

Best Practice for Give Me Five

Your Give Me Five discussion provides a format for employees and their managers to have an open and productive conversation. Give Me Five is our tool to help employees feel empowered and engaged in conversations with their manager about their contributions at work, what they value or find difficult, and what their future direction might be.

How do I prepare for my Give Me Five

Before your Give Me Five discussion with your manager use the meeting template to draft your responses to each question. This ensures that you are prepared for the meeting and the conversation is rich and constructive.

How often should I be having a Give Me Five discussion?

Managers should set up regular check-ins for all employees that fits the needs of their team, the following guidelines are recommended:

- Book in a 30 minute check in with your manager for your Give Me Five conversation.
- Expectations should be set in a Give Me Five discussion to clarify objectives for the team and individual for the year ahead.
- Feedback should be provided throughout the year, not only in check-ins.
- It is important for you to identify with your manager how frequently your Give Me Five discussion should occur, however, it is required that an employee has at least one Give Me Five discussion per year.

