



Give Me Five Discussion Guide for Managers

Best Practice for Give Me Five

The Give Me Five tool provides a format for employees and their managers to have an open and productive conversation to provide clarity on role expectations and feedback.

What should happen before a Give Me Five with a team member?

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

How often should I be scheduling a Give Me Five discussion with my employees?

Managers should set up regular check-ins with all employees. The following guidelines are recommended:

- It is important for you to identify the needs of your team and adjust the frequency of Give Me Five check-ins accordingly. However, It is required that each employee has at least one Give Me Five discussion per year and typically for 30 minutes.
- For new employees they should occur within 3-6 months from their start date.
- Expectations should be set in a Give Me Five discussion to clarify objectives for the team and individual for the year ahead.
- It is essential that feedback be provided throughout the year, not only in check-ins.
- It is mandatory that an employee has at least one Give Me five discussion per year.

