

Making the Give me 5

Conversation a success for all

Presented by:

Give me 5 meetings

1. Why is this important
2. Top tips
3. The process

The recipient

- They need to know where they stand
- Opportunity to share own perspective
- Know where they are going
- Know they are being supported

The Manager

- Understand a different perspective, concerns, needs, aspirations, support required
- Provide feedback
- Clarify direction and expectations

The Organisation

- To ensure people are pulling in the same direction
- Ensure the organisation learns and evolves from within



Top tips

Before the meeting

- Set yourself objectives for the meeting
- Have some examples to demonstrate your perspective
- Consider how you will deliver any challenging feedback
- If there are non negotiables know that beforehand

During the meeting

- Understand before being understood
- Be clear – this is not the time for ambiguity
- Set a way forward, including support

After the meeting

- Have notes about what was agreed
- Have mini GiveMe5 meetings throughout the year

Part 1 - Give Me Five New Template

1. What have been your most valuable achievements since the last discussion?
2. What have you enjoyed most within your role/the team since we last met?
3. What are the challenges? What do you suggest we do about these challenges to improve?
4. What support or direction do you need from your manager?
5. What are two things you have noticed about my performance that are positive? And one thing that I could improve on? (employee to ask manager)



Name Date

Position title

Reviewer

Reviewer role

Part 1 Give Me Five - Feedback Discussion

1 What have been your most valuable achievements since the last discussion?
Topics could include career opportunities, work related goals, study/professional development, health and wellbeing, personal/outside interest goals

2 What have you enjoyed most within your role/the team since we last met?
Specific components of your work that you enjoyed within your role/team/unit since the last meeting

Part 2 - Performance Excellence Plan

Part 2

Performance Excellence Plan

You are a part of improving your workplace. Your contribution and ideas are critical to continuous improvement.

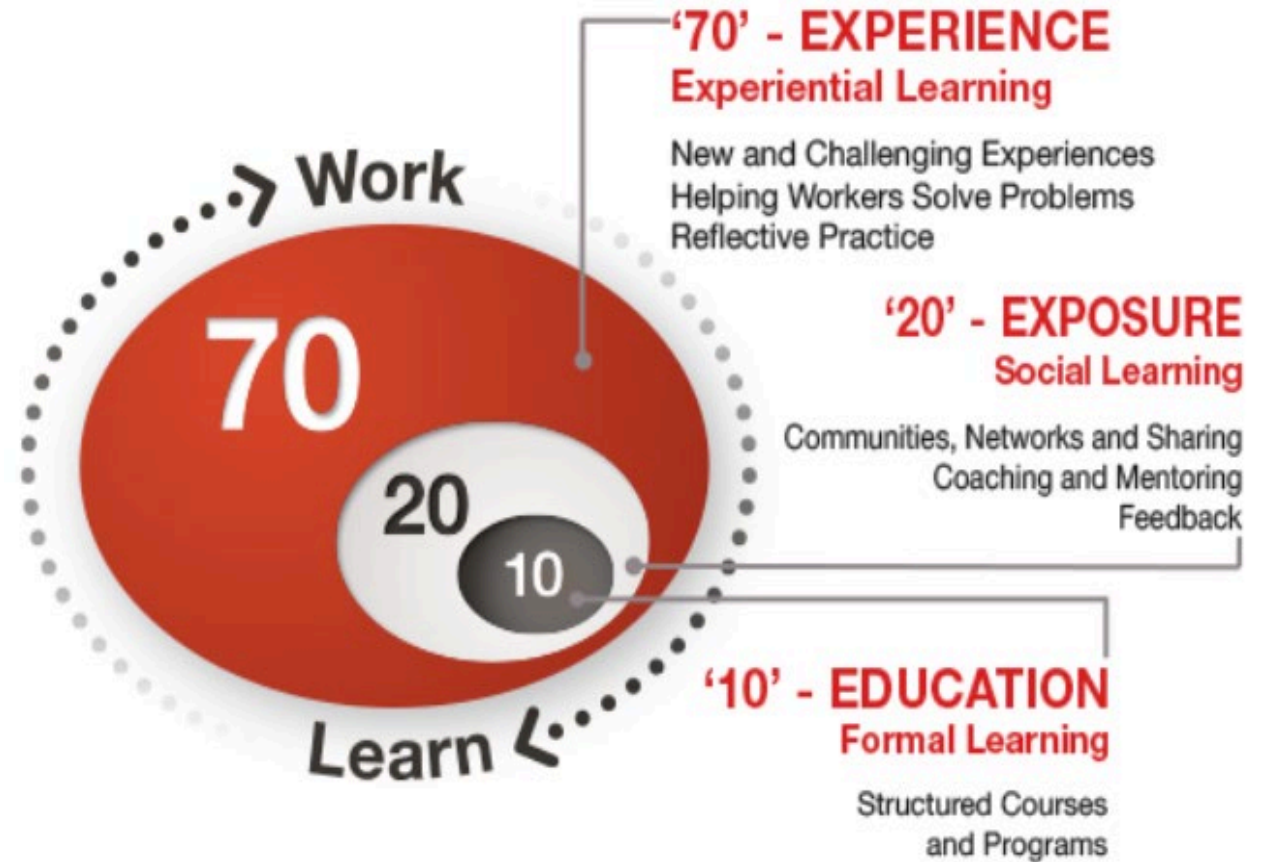
Our guiding principles

1. Consistently provide safe, high quality and timely care
2. Provide experiences that exceed expectations
3. We work with humility, respect kindness and compassion in high performing teams
4. Integrate teaching, research and innovation to continuously learn and improve
5. We orientate care towards our community to optimise access, independence, and wellbeing
6. We manage our resources wisely and sustainably to provide value for our community

Key deliverables/work goals	Measurement of success	Guiding principle this best links to	Achieved by (date)

Development Objectives

- Maximum of three
- Clear and distinct
- Link work needs and personal aspirations



Summary

- Have the two way meeting
- Set the direction
- Plan the development
- There is nothing different in doing it virtually, everything just becomes more important
- Have a go, do it – the more you do it the more your confidence and competence increases

