



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/supervisors 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/supervisor 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/supervisor use the meeting template to complete your responses to each question. This ensures that you are prepared for the meeting and the conversation is constructive.

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

Managers/Supervisors 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/supervisor 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/supervisor 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.