



**Have you completed all your mandatory training?**

**Yes**

**No**

### **What is a Give Me Five Discussion?**

A Give Me Five discussion provides an opportunity for you and your supervisor to have an open and productive conversation about how things are going. The Give Me Five gives you the opportunity to:

- Reflect on your achievements over the past 6 – 12 months
- Receive appreciation and recognition for your achievements
- Raise any suggestions for workplace improvements
- Consider training and development to enable you to improve your current skills and or further your career.

### **How do I prepare for my Give Me Five Discussion?**

Before your Give Me Five discussion with your reviewer/supervisor, prepare your responses to each of the questions below.

**1**

**What are you most proud of achieving over the past 6 – 12 months?**

*e.g. work related goals, professional development, health and wellbeing, personal interest goals etc.*

**2**

**What do you enjoy most about your role?**

*Include specific parts of your work that you enjoy within your role/team/unit*

3

### What parts of your job do you find most challenging and how can we help you in these areas?

*List any problems/issues or difficulties relating to your role. Also list any support or resources you may need that will help you overcome the parts of your job you find challenging.*

Challenges

Actions

4

### Can you suggest training (or any other development opportunities) to enable you to improve your current skills and or further your career?

5

### What are some things that can be done to make your workplace safer?

*List any training, equipment, practices or changes to the way you currently do your role*

## Next Steps

Give or email this document to your supervisor. They will contact you to set up a meeting to discuss your responses, share their feedback on how you are doing and agree on what actions should be taken.

How would you prefer to be contacted?

*Phone number*

**Face to Face**

**Phone**

## Agreed Actions

This section is to be completed by the Reviewer (Supervisor/Manager)

### List below any agreed actions from the Give Me Five conversation

*Actions could include agreed training, support to be provided by the manager, identified goals etc.*

**Date of the Give Me Five conversation**