



MySeftonMySpace



Conversation tool

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Introduction

We know that *our people* are our most important asset, and you know your skills, knowledge, experience and talents are at the heart of all we do and all that we achieve.

Therefore, we want to focus on *you* – hear your story and understand your needs and aspirations – and provide you with dedicated time and resources to focus on this.

1-2-1/supervision meetings (outside of your **My Sefton, My Space** meeting) will enable you to do this, and help you to take responsibility for your own engagement and development. Use this opportunity to explore what's important to you, and to have a conversation with your manager about what you need and how we can support you to achieve your goals.

Why use this guide?

The aim of this guide is to provide both employees and managers with a number of potential topics for discussion during your 1-2-1/supervision meetings and gives some idea of the questions that could be discussed. It is not meant to be a questionnaire that you go through one-by-one, but is instead a tool to facilitate a meaningful conversation and a purposeful 1-2-1/supervision meeting.

The guide aims to:

- Help you get to know each other;
- Focus us on our people, their stories, needs and aspirations;
- Facilitate an authentic conversation that strengthens the line management relationship;
- Identify any underlying problems or performance issues and tackle them quickly.

Recap of my last meeting

In this section, you should briefly list any objectives or actions that are outstanding from the last 1-2-1/supervision meeting or My Sefton, My Space meeting. This makes sure that the meeting is focused and more meaningful and ensures any performance issues are consistently monitored.

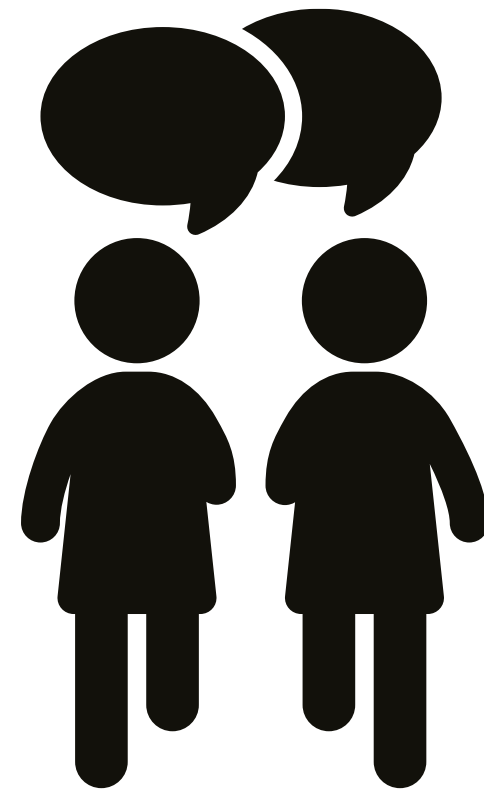
Consider...

Actions

Objectives

Performance

Reflection



How am I?

This part of the meeting is all about helping you to get to know each other outside of the workplace and strengthening the line management relationship. This could help with identifying ways to offer support and understanding what motivates someone.

Consider...

Hobbies

Health

Wellbeing

Family and friends

Interests

Special events

Free time

Travel

Questions to think about...

- How are you feeling?
- How is your week so far?
- What have you been up to?
- What have you got planned?
- How is your work/life balance?
- Are there any pressures/stresses having an impact on you?
- Are you confident to report any bullying that is affecting you or someone else?

How am I doing?

In this section, you should discuss workloads and key projects/objectives. It is also an opportunity to share any difficulties that are being experienced and identify where support is needed. Don't forget to share good news and the things you are proud of too!

Consider...

Achievements

Behaviours

Key projects

Objectives

Obstacles

Reflection

Questions to think about...

- What do you think has gone well? Why?
- What have you most enjoyed? Why?
- What could have been done differently?
- How do you feel about your current performance?
- What needs to be done to maintain your motivation?

Opportunities to develop, grow and thrive

This is a chance to discuss any development requirements that arise during the year. You should also share the progress of any learning opportunities identified during My Sefton, My Space meetings and if appropriate, reflect on any professional development.

Consider...

Aspirations

Challenges

Experience

Motivations

Reflection

Work shadowing

Questions to think about...

- What progress has been made since your last My Sefton, My Space meeting?
- What experience/knowledge do you need to progress further?
- What opportunities do you have to put what you have learnt into practice?
- What other ways are there for you to learn something new?

Time-out

This is an opportunity to take note of any housekeeping issues such as annual leave and time out of the office for upcoming meetings and events.

Consider...

Agile working

Annual leave

Conferences

Events

Flexi

Holidays

Meetings

Volunteering

Questions to think about...

- What leave have you got booked?
- How you used your two days leave (pro-rata) for volunteering?
- Discussed your working arrangements (office and/or home working)?

What can you do for me?

In this section, feedback should be given to the manager, and any actions that the manager can do that will enable the person to perform more effectively should be recorded.

Consider...

Feedback

Obstacles

Previous Actions

Support

Questions to think about...

- What can your manager do to support you?
- What can your manager do differently?
- How can your manager optimise your performance?
- How can you make regular 1-2-1/supervision meetings work in the best way for you?

My performance objectives and actions

This is where objectives and goals should be set. Explaining how actions link to the wider team/service/communities and my council, helps build commitment and engagement and helps people to understand their impact on our customers.

Make sure objectives and actions have a timescale, and ensure an update on progress is always discussed at your next 1-2-1/supervision meeting.

Consider...

Behaviours

Development

Goals

Learning

Objectives

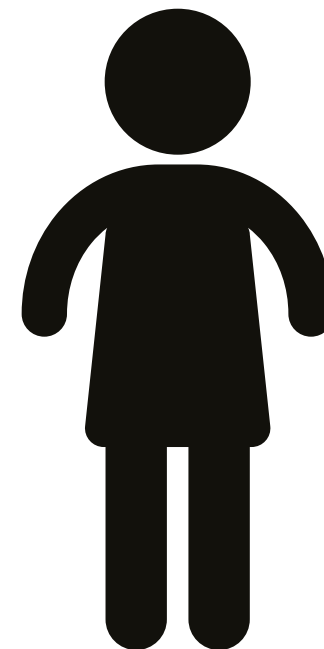
Values

Questions to think about...

- When does the objective need to be done by?
- Who is responsible?
- What does success look like?

Handy tips for employees

- The focus of your 1-2-1/supervision meeting is you. You don't need to go through each and every piece of work that you are involved in, but we want to give you the time and space to have a conversation about you and what you need. Use this guide to as a tool to explore what issues you may want to discuss during your meeting.
- It is your responsibility to complete section 1 and to email a copy to your manager in advance of your My Sefton, My Space meeting. Doing this in advance will enable you to have a more productive and meaningful My Sefton, My Space meeting.
- You will complete section 2 together with your manager. Make sure you take some time to prepare so you are clear about your wants, needs and aspirations.
- Remember you should always take a copy of your My Sefton, My Space document along to your regular 1-2-1/supervision meetings to ensure any actions are reviewed. Remember you are responsible for your own engagement.
- Be honest and open with your manager. You will get more 1-2-1/supervision meetings by having an authentic and meaningful conversation.
- Don't be afraid to give your manager feedback. They are there to support you to achieve your goals and aspirations. Just remember to be specific with your feedback and support what you say with clear examples.
- It is your responsibility to ask your manager for your 1-2-1/supervision meeting, particularly if one hasn't been arranged in the last quarter. Meetings should be held no less than one per quarter, and no more than one per month.



Handy tips for managers

- The manager should take responsibility for writing/typing completed My Sefton, My Space and 1-2-1/supervision notes and should then share this with the employee to seek their agreement on what was discussed.
- It is up to you and your employee to decide how often you hold 1-2-1/supervision meetings. In general, it is recommended it should be no less than one per quarter, and no more than one per month.
- How you use the tool depends on you – and how often you see your employee will play a big factor. There is no right or wrong way – the guide is just a suggestion of what you may want to discuss during your meetings.
- Don't do all the talking – this is the employee's time.
- Think about behaviours just as much as skills and performance outputs – it's not just what we achieve but how we do it.
- An employee's most important relationship at work is with their line manager. You are the single most important person who impacts an employee's behaviour, morale and motivation. Remember to listen, focus, inspire and thank them.

