



Practicing the Discussion: Meeting with Your Manager

Step 1—Preparation

- Review your development plan and choose a strength or growth area that you feel particularly unsure about and for which you'd like to get your manager's commitment and support.
- Briefly share the area you want to focus on with your partner, who will play the role of your manager as he or she asks you the questions on the next page.

Step 2—Interaction

- Discuss with your partner the area you want to focus on. Cover the information you prepared and use your development plan(s) to record specifics.
- Your partner, as your manager, can take notes on page 3 **during the discussion** so that he or she can provide complete and accurate feedback.
- Remember that the purpose of this discussion is to **practice collaborating with your manager** on your development and to gain his or her commitment to support you.

Step 3—Feedback

- After the discussion, ask your partner for **feedback** (page 3) on:
 - What you did to effectively involve him or her as the manager and gain his or her support.
 - What you could do more effectively when you meet with your manager back at the workplace.
- Take notes on your development plan(s) so that you can tailor your approach when you return to the workplace and discuss your development with your manager.



Partner Preparation and Feedback Form

Preparation

When you assume the role of manager, ask your partner these questions to help you better understand the situation and to prepare your responses during the interaction:

- What is the one area you're going to focus on to ensure that you secure my commitment and support?

- What challenges do you think you'll face in getting my commitment, as your manager, to support your development? What are my concerns?

- How do you plan to overcome these challenges/concerns?





Feedback

During the discussion, consider:

- What did your partner do to effectively involve you, as the manager, to gain your support?

- What could your partner do more effectively when meeting with his or her manager back at the workplace?

