



Name _____

Date _____

Below is a list of questions to support you in your follow-up Talk It Up conversations. You might not ask all of these questions depending on how your conversation goes, but these can help get you started.

- 1) Review goals discussed at the previous Talk It Up meeting.
- 2) What steps have you taken to meet these goals?
- 3) What have you achieved/completed since our last meeting?
- 4) As you reflect on your progress, what is working well and helping you meet your career goals?

5) Have you experienced any challenges in meeting your goals?

6) Are there any changes to these goals that we should be considering?

7) In thinking about next steps, which activities do you plan to continue and what would you want to begin now to achieve your short-term goals?

8) In what ways can I support your development/learning?

9) Action items for both manager and employee: