<table>
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<th>WHO</th>
<th>TOPICS AND IDEAS FOR TOUCHPOINT AGENDA</th>
<th>NOTES</th>
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| 1. Employee | **START THE MEETING BY:**  
1. Highlighting some of your contributions.  
2. Discussing your ideas about what’s next to focus on.  
3. To date, what work priorities have you achieved?  
4. What priorities will carry over into the next month?  
5. What new priorities have emerged for you, your team or the college/department? |       |
| 2. Supervisor | 1. Share your insight on key work priorities that impact and involve the employee.  
2. Highlight the contributions to key work priorities that the employee has helped achieve.  
3. Describe the actions to be carried out to move important initiatives forward during the next month. What can the employee do to help? |       |
| 3. Employee | **YOUR PERFORMANCE: Now and Moving Forward**  
Highlight 2-3 questions you’d like to ask your supervisor:  
☐ What’s one thing I do well that I should continue doing?  
☐ What’s one thing I can do to grow in my position? What’s one area in which I can increase or re-focus my attention?  
☐ What do you think is the one thing I could do to make even more progress in my role?  
☐ What’s next for me to focus on?  
☐ What’s one thing I could do to contribute even more?  
☐ Other: |       |
| 4. Supervisor | **SUPERVISOR’S PERSPECTIVE:**  
1. What’s gone well, employee contributions and their impact.  
2. What’s next to focus on.  
3. Other topic ideas: How has remote work impacted the team’s dynamics? |       |
| 5. Employee | **YOUR DEVELOPMENT AND WORK INTERESTS**  
Highlight 2-3 questions you’d like your supervisor to ask you:  
☐ Is there anything you want to be involved in?  
☐ Is there a new skill you want to develop?  
☐ As you think about your professional progress, what on-the-job experience would be helpful?  
☐ What’s one of your skills you’d like use or use more of? |       |
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|   | □ What do you wish you knew more about within the organization that would be helpful in your job?  
□ What adjustments can we make that would improve your well-being? |
| 6. Supervisor | **SUPERVISOR SUPPORT**  
Questions to ask your direct report:  
1. What’s one thing I’m doing to support you that is working?  
2. What’s one way I could support you more?  
3. What’s one way we could work better together?  
4. Are you getting enough feedback from your colleagues and me? |
| 7. Supervisor and Employee | **ACTION ITEMS**  
Identify next steps to your conversation, such as follow-up items, action items, new goals, ideas for development, etc. |